

Position Description

Position Title	National Junior Team and Development Team Manager
Employment Type	Appointment for 2022-23 IBU/Northern Hemisphere Winter Season. Travel, accommodation and meal expenses will be covered and a team uniform provided.
Dates:	Mid November 2022 to mid March 2023
Reports To	Biathlon Australia Board (or delegated Committee)
Location	Northern Hemisphere - Europe and may include travel to North America for Winter University Games and other events/training blocks.

Biathlon in Australia	<p>Biathlon Australia runs the sport of biathlon in Australia from participation to high performance. It is responsible for the development of athlete pathways and programs and entering athletes into IBU events of all levels.</p> <p>Biathlon Australia (BA) is the recognised member of the Australian Olympic Committee and the International Biathlon Union for the Winter Olympic sport of Biathlon in Australia.</p> <p>Biathlon as a sport in Australia is unifying and the organisations who have been involved in running biathlon in Australia are supporting the selection of one overseas training and IBU racing program for development, junior and open age athletes for IBU season 2022-23.</p> <p>A Team Manager(s) is being sought with suitable experience managing Youth and Junior aged athletes between 14 years and 21 years of age. Given the length of time of the 2022-23 IBU season, more than one Team Manager may be appointed, should suitable candidates only be available for part of the time-frame involved.</p>
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Position Purpose & Responsibilities	<p>The role will support the appointed Team coaches and any other ancillary team support members on the ground in Europe and other locations. The role will provide support and pastoral care to athletes and provide administration support to the team in conjunction with the Biathlon Australia Athlete Experience and Pathways Committee, who will provide administration support from Australia.</p> <p>The role encompasses general management of the Australian teams and includes:</p> <ul style="list-style-type: none"> • co-ordination of travel between venues, to races and training sessions. • driving team cars • ensuring athlete accommodation is suitable and co-ordinate any changes required with Australian administration. • ensure meals are suitable and liaise with the meal provider in the location to manage the meal arrangements for athletes. • ensure food outside of formal meal arrangements is available and accessible for the athletes. • manage team expenses in conjunction with administration in AUS. • manage any medical issues which arise. • ensure athletes maintain hygiene and living standards and accommodation spaces are kept suitably tidy.
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	<ul style="list-style-type: none"> • ensure athletes contribute to team living tasks and roles and learn to become independent • assist athletes with laundry (but not do it for them) • managing team dynamics and conflict which may arise from time to time • assist with building a team culture and supportive environment for athletes to flourish and achieve their best • assist coaches with setting up Team Meetings • co-ordinate with coaches waxing supplies, ammunition purchase and transport, equipment movement including rifles. • assist coaches as required in other areas as agreed between coaches and administration in Australia. • regular communication (probably weekly meetings) with the administration support team in AUS. • liaising with parents and necessary and through/including team management in AUS • Attend Team racing events accompanied by athletes who are not racing and support coaches as required. • The role will be 6 days a week with one day a week (as much as possible) provided for time away from the Team. <p>The IBU events being attended include:</p> <ul style="list-style-type: none"> • IBU Junior Cup No 1 - Martell (ITA) 5 Dec to 11 Dec 2022 • IBU Junior Cup No 2 – Obertilliach (AUT) 12 Dec to 17 Dec 2022 • IBU Junior Cup No 3 – Haanja (EST) 6 Feb to 12 Feb 2022 • IBU Junior Cup No 4/Jnr OECH – Madona (LAT) 13 Feb to 19 Feb 2022 • 2023 YJWCH – Kazakhstan 3 Mar to 12 Mar 2022 <p>Other events will be added to the above list as Northern Hemisphere racing calendars are released.</p> <p>Between 18 Dec 2022 and 31 January 2023, the Australian Team(s) will be locating in a single location to undertake a 6 week training block between the end of IBU Junior Cup No 2 and the commencement of IBU Cup No 3. The Team Manager role will be part of the training block as well as part of racing time periods.</p> <p>The location of the training block is still being determined but is likely to be one of GER, SWE or USA.</p>
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Key Performance Aims	<ul style="list-style-type: none"> • Smooth running of the teams and minimization of conflict • Strong support to the coaching team • Minimizing team expenses and keeping to budget • Smooth moving between venues and countries including rifle moving and airflights • Keeping athletes healthy through good meals, good sleeping routines, hygienic living
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	<ul style="list-style-type: none"> • strong communicate to coaches, team members and administration in AUS • up to date administration and time management of tasks
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Ability to communicate effectively (verbally and in writing) • Strong organisational and administration skills • Knowledge of Selection criteria and procedures • Previous experience in managing biathlon teams at events (or other sports national teams) would be an advantage • Strong communications skills, able to articulate ideas clearly and effectively. • Knowledge of opportunities and logistics regarding how to attend IBU events and other events outside of IBU Junior Cups would be an advantage
Key Behaviours and Core Competencies	<ul style="list-style-type: none"> • A can-do attitude with enthusiasm and can bring a positive energy to a small sport on the AUS Winter Olympic program. • Approachable, with a professional and collaborative manner. • Interest and willingness to be part of a new athlete/teams administration for Australia. • Flexible and able to adapt to changed situations and requirements including helping athletes when circumstances change. • Strong interpersonal skills including an ability to achieve results through effectively working with others; sensitive and responsive to the needs and views of others; excellent at establishing goodwill and win-win relations. • Commitment to meeting relevant athlete needs; capacity to empathetically assist athletes; ensures problems are solved as soon as possible. • Demonstration of sound project planning, management and scheduling skills; prioritizes effectively and understands project details; able to assess, evaluate and select the required resources. • Strong attention to detail and can be relied upon to produce accurate data and documentation. • Time management skills including prioritising time and resources to maximise effectiveness; on-going reviewing that resources and time are being used to best advantage and deadlines are met.
Notes	<p>Appointed Team Managers will need to meet working with children requirements in Australia or be able to demonstrate they are approved to work with children (U18yrs) in their country of residence.</p> <p>Appointed Team Managers will require a Firearms Licence</p> <p>Appointed Team Managers are aimed not to be related to athletes who are members of the Australian Biathlon Team, Australian Biathlon Junior Team or Australian Biathlon Development Team. In the event that a suitable candidate is related to a Team member, there must be demonstrated experience of management roles in biathlon administration in Australia, including athlete interaction experience, and successful management of conflict of interest.</p>

Biathlon Australia and Biathlon East Australia value and strive to deliver an inclusive and diverse environment. We welcome and encourage applications from all people who have an interest to work with a small but evergrowing team of athletes who are striving to make a positive and new contribution to the landscape of biathlon in Australia.