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## **WILLETTON BASKETBALL ASSOCIATION Inc.** **POSITION DESCRIPTION**

### **POSITION TITLE: TALENT & COACHING MANAGER (TCM)**

#### **1. STATUS:**

Permanent Full Time (38 hours per week)

#### **2. REPORTS TO: WBA CEO**

#### **3. KEY RELATIONSHIPS:**

WBA CEO & Administration Staff  
WBA NBL1 & WABL Coaches  
WBA NBL1 & WABL Representative Players  
WBA High Performance Advisory Committee (HPAC)  
WBA Junior Domestic Clubs  
WBA Board of Management  
Willetton Senior High School  
Basketball Western Australia  
Basketball Australia

#### **4. OBJECTIVE:**

The Talent & Coaching Manager will manage, coordinate and oversee all aspects of talent and coaching development including coaching and player professional development requirements for the Willetton Basketball Association Inc.

#### **5. PRIMARY RESPONSIBILITIES:** The Talent & Coaching Manager is required to:

- a. Assist both NBL1 head coaches to develop their coaching in line with the WBA coaching and development philosophy.
- b. Establish a high level of coaching skill and competency across WBA's coaching environment across both domestic and representative coaches including the management of coaching accreditation of WBA coaches.
- c. Manage and oversee the ongoing development of all WBA representative players involved in WBA programs.
- d. Manage and oversee the ongoing development and pathway of all WBA representative coaches involved in WBA programs.
- e. Talent identification and player pathway guidance for all WBA representative players.
- f. Develop new and manage current sustainable revenue sources from programs operating within WBA.
- g. Undertake other duties as determined a priority by the CEO for stadium operations.

## **6. SPECIFIC RESPONSIBILITIES:**

- a. Responsible for Representative & Domestic Coach Education and Development within WBA including facilitation of coaching education opportunities such as accreditation courses, seminars, webinars and coaching development sessions at regular times throughout the calendar year.
- b. Provide strong management and coaching leadership, direction and support to all NBL1 & WABL coaches within WBA.
- c. In liaison with the Chair, provide leadership and attend the monthly meetings of the WBA High Performance Advisory Committee (HPAC) to discuss all coaching and representative team related matters with the committee.
- d. Manage and Co-ordinate WBA coaching selection processes for NBL1, WABL & AJC Coaches appointments within WBA on an annual basis.
- e. Manage and Co-ordinate a panel from the High-Performance Advisory Committee (HPAC) for involvement in the mid-season and end of season coaching reviews for NBL1 head coaches.
- f. Manage and Co-ordinate a panel from the High-Performance Advisory Committee (HPAC) to conduct end of season reviews for all WABL coaches inclusive of written and verbal feedback to all coaches in a timely manner post season.
- g. Manage and Co-ordinate all WBA representative team selection processes, trials and timelines in liaison with the High-Performance Program Administrator.
- h. Manage and Co-ordinate WBA's WABL Athlete Development Program for all players in WABL teams inclusive of a WABL athlete development manual, end of season written player feedback, player medical screenings, athlete education on diet, drug and alcohol, game preparation (pre and post), game education and S&C development program and management of player loads and general wellness.
- i. Manage and Co-ordinate the advertising, promotion and facilitation of the Elite Tigers Coaching Program including allocation of coaches and resources required for the successful implementation of the program.
- j. Ensure all NBL1 players assisting in WBA coaching programs are accredited or working towards accreditation at the Community Coach Course (Level 0).
- k. Manage and Co-ordinate specialized school holiday basketball training programs for representative and aspiring representative players within WBA utilizing NBL1 players and NB1/WABL coaches to assist in the delivery of the programs.
- l. Oversee Talent Identification of domestic players for potential inclusion in the WABL pathway and lead WBA's talent identification of first choice athletes from other sports into basketball.
- m. Maintain a current Talent database and consistent contact with all athletes from WBA who are currently playing within the American College and or NBL pathways to maintain active link with WBA.
- n. Manage and Co-ordinate and plan WBA representative team external competition involvement in key tournaments within Western Australia, Interstate and Overseas in consultation with the High-Performance Advisory Committee (HPAC) and CEO.
- o. Attend relevant BWA meetings as required and report on all matters coaching and talent related.
- p. Ensure an appropriate annual coaching and development pathway plan is designed and delivered with key stakeholders within the association.
- q. Work collaboratively with WBA Stadium Operations Manager to coordinate and manage NBL1 player engagement program within WBA maximizing opportunities for NBL1 player promotion.
- r. Maintain the WBA's coaching database and keep all current coach information up to date.
- s. Develop a coaching resource facility for all WBA coaches to utilize inclusive of online material, monthly coaching newsletters, books, videos, and coaching articles for coaches of all levels to access as desired.
- t. Maintain a database of game plays and training programs for coach utilization at all levels of WBA.

- u. Provide a monthly board report to the WBA CEO/Board in line with WBA board meeting schedule.
- v. Liaise with Basketball WA High Performance Coach on all matters coaching and high performance related including state team nominations and potential selections of WBA coaches and athletes.
- w. Attend home NBL1 fixtures and maintain a presence across fixtured WABL games during the basketball season to monitor coach and athlete development.
- x. Attend WBA staff meetings and liaise in general with WBA staff members and volunteers.

## **7. KEY PERFORMANCE INDICATORS:**

- a. Maintain a coach accreditation and contacts database for both Representative and Domestic coaches either on the Google Drive or using Sports TG.
- b. Facilitate, arrange and or deliver at minimum two Community Coach Courses (Level 0) in line with domestic seasons and more if there is significant domestic club demand.
- c. Facilitate, arrange and or deliver at minimum one (1) Club Coach (Level 1) Course annually.
- d. All representative coaches are to be accredited within the year of coaching a WBA representative team.
- e. Facilitate and/or deliver a minimum of six (6) coach education clinics/seminars per year.
- f. Provide written feedback and consistent advice to all WABL coaches on performance at mid-season and end of each season review meetings.
- g. Oversee the development and growth of the Tigers Elite Coaching Program.
- h. Successfully implement and evolve the WABL Athlete Development Program including production of a WBA athlete development manual.
- i. Communicate with Basketball WA and other Associations on establishing best practice within the talent and coaching environments.
- j. Provide educational resources for coaches and players via website, email, monthly newsletter and social media on a regular basis throughout the year.
- k. Promote WBA player and coach milestones and achievements in the appropriate forums.

## **8. REQUIREMENTS – QUALIFICATIONS & EXPERIENCE:**

### **a. Essential**

- i. A current Basketball Australia Coach (Level 2) accreditation and/or Club Coach (Level 1)
- ii. Minimum period of five years coaching and/or playing experience at a professional and/or representative level is preferred.
- iii. Previous experience coaching within high performance basketball development programs.
- iv. Previous experience in managing coaches, athletes, parents, casual employees and volunteers.
- v. Previous experience delivering coach education courses and or seminars.
- vi. Proven ability to adapt to meet developing trends in basketball and sports in general and communicate accordingly to the relevant WBA coaching community.
- vii. Highly developed time management, planning, interpersonal, written and verbal communication skills.
- viii. Sound computer literacy skills including experience working with Windows and associated Microsoft Office & Excel.
- ix. Proven willingness and capacity to participate in professional development activities.
- x. National Police Clearance and valid Working with Children Card (WWC).
- xi. A willingness to work after hours including weekends and evenings as required.

**b. Desirable**

- i. Tertiary qualifications in either Teaching, Sports Management and/or Sports Science / Human Movement.
- ii. Current First Aid Certificate.
- iii. Current Western Australian Motor Vehicle Driver's License.
- iv. Ability to utilize video editing software such as Hudl for coach/athlete educational purposes.
- v. Previous experience in managing a budget, which will be in accordance with the role.

**9. TERM OF AGREEMENT:**

The Talent and Coaching Manager (TCM) is a permanent full-time position (38 hours per week) located at Willetton Stadium and will be inclusive of a 3 months probationary period from date of commencement with an annual 12 monthly performance review conducted in line with the position.

Due to the nature of the role and the sporting industry, some out of hour's work including weekends, evenings will be required as standard.

**10. TERMINATION:**

The employee is to provide to the CEO of WBA written notice in line with Fair Work Australia timelines and protocols for length of tenure.

**11. REMUNERATION:**

A competitive salary subject to market rates will be negotiated with the successful applicant.