



POSITION INFORMATION

HIGH PERFORMANCE SUPPORT STAFF / TEAM CHAMPIONSHIP OPERATIONS MANAGER

ABOUT THE ROLE

Athletics Ireland are seeking highly qualified individuals with exceptional planning, organisational, and management skills who have a strong understanding of athletics at both a domestic and international level to make up a panel of Team Championship Operation Managers. Managers throughout the season will be assigned to the various age group championships and one manager from the panel will be appointed as the “Senior Operations Manager”.

Job Title: Team Championship Operations Manager

Reports to: High Performance Director

Salary Range: This is a voluntary role. Reasonable expenses accrued will be paid.

Tenure of Post: The successful applicant will take on the role for a two-year-cycle and may be reappointed for an additional two-year-cycle dependent on their performance.

Purpose of Role:

The Team Championship Operations Manager will work within a multidisciplinary high performance team to assist, support, and deliver “championship team preparation and presentation (on site on the day) support” for selected championship events. During the championship the Operations Manager will function as the operational manager (on ground support) and a point of contact for Athletics Ireland High Performance Programme. In the build-up to the championship it is important that the Operations Manager is kept “as informed” as possible and Athletics Ireland strongly encourages Operation Managers to be pro-active in their involvement in the team’s preparations. The High Performance Staff are primarily responsible for the logistics of the team; however, the Operations Manager may be called upon for ad-hoc duties through the pre-event organization phase. The Operation Manager’s role is very unique in that it requires someone who knows every detail around the athletes, coaches and the competition so they can provide guidance/assistance/support across the multidisciplinary staff. Operation Managers should expect the best but prepare for the worst and be flexible in every situation. Common sense should be the prevailing attribute of every Operations Manager but being able to problem-solve outside the box is also key to the successful fulfilment of this role.

GENERAL DUTIES / RESPONSIBILITIES

The general duties and responsibilities of Team Championship Operations Manager are outlined in the following sections and shall include but not limited to:

PREPARATION (Pre-Championships):

- Contributing to the leadership and management of the championship team support staff
- Motivate and inspire Athletics Ireland championship teams--particular focus on “adding value” to the performances of athletes and the championship team support staff
- Work to strengthen the culture of the High Performance Programme and value Athletics Ireland championship team support
- Act as a conduit/point of contact for athletes and coaches on issues relating to the competition, including competition preparation and other administrative requirements on an on-going basis
- (If applicable) attend any relevant site visits, team camps, team management meetings, and other relevant meetings as part of the preparation programme for the competition
- Attend relevant AAI national championships, schools championships or other competitions/events relevant to the championship
- Assist the High Performance Staff with the championship team logistics
- Be familiar with all doping regulations and code of conduct policies
- Liaise with Athletics Ireland Selectors with the selection criteria and selection of athletes for each championship
- Monitor athletes performance levels against selection policy and keep the High Performance Director informed

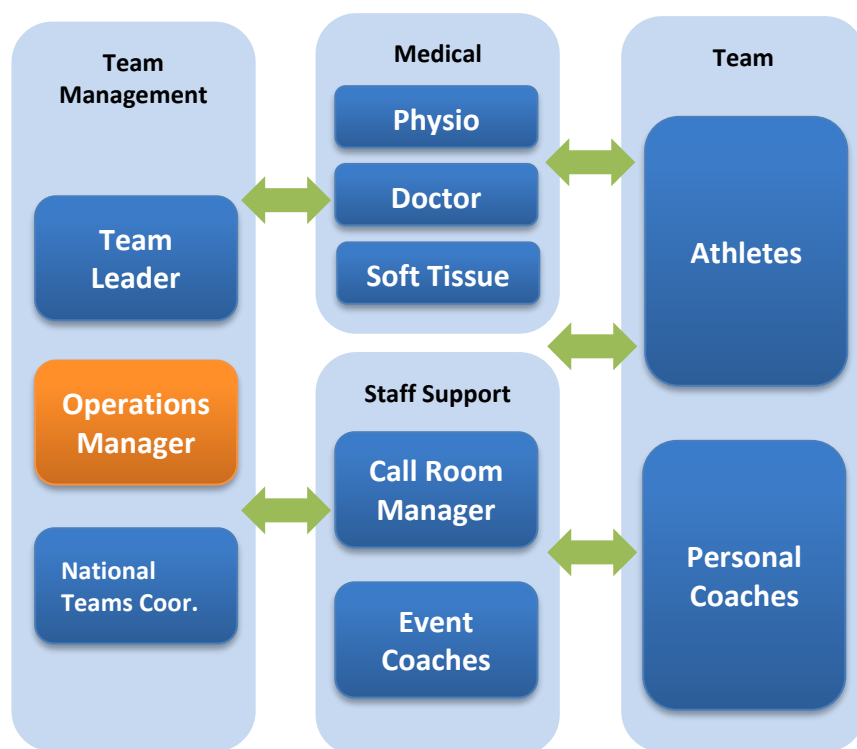
PRESENTATION (On Site):

- Represent Athletics Ireland as the “Operations Manager” at championships events, reporting to the Team Leader
- (If applicable) reconcile all financial matters with the LOC and manage any delegated championship budget
- In coordination with the team management staff “on the day” help with team logistics, hotel, transportation, freight, excess baggage and equipment transportation
- Attend all Technical Meetings and authorise event entries
- Distribute personal coach, athlete, and staff accreditations
- (If applicable) arrange a Team Notice Board, post and update items on the team notice board
- Coordinate team and staff meetings (where needed and if the competition schedule allows) and ensure all staff attend at least one group meeting a day
- Coordinate all training and competition arrangements with athletes, personal coaches, and coaching support team on the basis of their respective/individual expertise and team make up
- Manage and coordinate the warm up area, mixed zone, and competition site
- Ensure all protest and doping control procedures are attended to
- Enforce all disciplinary and Team Code of Conduct Policies

POST GAMES

- Produce a comprehensive post games report within 21 days after the competition
- Partake in any review activities requested by Athletics Ireland, performance committee, or Board

TEAM ORGANIZATION CHART



The **personal profile guide** sets out the skills, knowledge and experience needed to carry out the Operations Manager role.

PERSONAL PROFILE 1: Desirable >>> 2: Necessary >>> 3: Essential	Youth	Junior	U23	Senior
Management Capabilities				
Experience in developing and executing a logistics plan for teams	1	1	2	3
Effective leader with a proven track record of successfully managing teams	1	2	3	3
Excellent project, time management, planning, and reporting skills	2	2	3	3
Financial management skills	1	1	1	3
Able to think and plan strategically and see wider implications of any situation	1	2	2	3
Ability to delegate to others and to review their progress and provide appropriate support to ensure objectives are achieved	1	2	3	3
Relationship Management and Communication				
Able to demonstrate excellent communication skills both verbally and written	2	2	2	3
An ability to form successful relationships with Athletics Ireland's employees, coaches, and stakeholders	3	3	3	3
An ability to communicate clearly and effectively with a wide range of people in all situations	2	2	2	3
Ability to manage conflict and crisis in a professional manner	2	2	2	3
Evidence of strong negotiation skills	1	1	1	3
Personal Attributes				
Ability to handle pressure and cope with unexpected events in a stressful situation without panic	1	1	2	3
Demonstrated ability to maintain confidentiality	3	3	3	3
Able to demonstrate self-motivation and a strong ability to motivate others	1	2	2	3
Ability to work as part of a team	3	3	3	3
Specific Attributes				
Qualified coach with experience of working with athletes at an international level	1	1	2	3
Capable of working long and unsocial hours during Championships	2	2	2	3
Previous experience of working with the media	1	1	2	3
Good working knowledge of IAAF and Athletics Ireland rules and regulations	2	2	2	3
Good working knowledge of the ISC and IAAF anti-doping regulations and procedures	2	2	2	3
Experience of representing teams at competition technical meetings	1	1	2	3
Experience with event disciplines and technical knowledge at International level	1	1	2	3
Good working relationship and contacts with the IAAF and international community	1	1	1	3

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organization.

HOW TO APPLY

Application Deadline 06 June 2017

Applications should include a letter of introduction detailing skills and experience relevant to the selection criteria and your Curriculum Vitae outlining your skills and work experience. Please email your application to Paul McNamara at paulmcnamara@athleticsireland.ie by June 6th 2017.

It is anticipated that interviews will take place on June 9th 2017.

ENQUIRIES

If you require further Information, please contact Gillian Brosnan by email or phone:
teams@athleticsireland.ie / (+353) 87 225 2439