

Annexure A

Position Title	Tennis Australia Learning Facilitator
Occupant	<i>Vacant</i>
Business Unit	Coach Development
Position Reporting to	Course Coordinators (CDC) and Tennis Australia Coach Development Department
Status	ABN Contractor
Location	Various Locations
Contract Date	January – December 2011 (Selected dates & hours)

1. Position Purpose

Tennis Australia (TA) Coaching Coach Education Learning Facilitators will be primarily responsible for the delivery of the specific coaching course units and the assessment of course units and the assessment of course candidates in a professional and ethical manner.

2. Reporting and Liaison

a. Reporting to:

TA Coach Education Manager, who is currently, Patrick McInerney

3. Key Relationships

1. To deliver assigned Unit(s) of the TA Coaching Courses & Qualifications
2. To assess/facilitate TA Course candidates (where required)
3. To promote TA courses and qualifications in a positive manner
4. To communicate, liaise and work closely with the relevant Course Coordinators and where required the TA Coach Development Department

4. Authorities for Decision Making

Authority

N/A

5. Key Responsibilities & Performance Measures

No.	Key Responsibilities	Performance Measures
(i)	<p>To deliver assigned unit(s) of the TA Coaching courses and qualifications:</p> <ul style="list-style-type: none"> • Present/facilitate to course candidates in a professional and ethical manner • Present/facilitate the course unit focussing on the course competencies and the requirements of assessment • Commit to the TA Learner Facilitator training when required • Commit and abide by the TA Learning Facilitator agreement with TA 'range of acceptability' • Abide by the TA 'range of acceptability' while presenting • Agree to be quality monitored when required 	<p>Deliver the course unit (s) with a positive response from the majority of the course candidates.</p>

(ii)	<p>To assess/facilitate TA course candidates (where required):</p> <ul style="list-style-type: none"> Assess/facilitate course candidates in a professional and ethical manner Assess/facilitate all candidates fairly focussing on the course competencies and the requirements of assessment <p>To promote TA courses in a positive manner:</p> <ul style="list-style-type: none"> Actively promote the TA coaching pathway Portray a positive image of the TA coaching structure to the coaching community Encourage coaches to become a part of the coach education structure and encourage active learning and professional development <p>Communicate, liaise and work closely with the relevant course coordinators and where required the TA Coach Development department:</p> <ul style="list-style-type: none"> Communicate regularly with the Course Coordinators Be available to assist and discuss specifics of the Course unit with the course candidates, when required Communicate and work closely with the TA Coach Development department on issues regarding the coaching course structure and to offer suggestions to improve the structure and courses Conduct meetings with relevant stakeholders, reference groups and committees where required Maintain and respect all privacy requirements of relevant stakeholders according to government legislation 	<p>Meet the assigned competencies for the assigned unit within the set time allotment.</p> <p>Assess tasks within the timeframe specified by the course coordinators.</p> <p>Assess course candidates within the course competencies and TA range of acceptability for the unit.</p> <p>Maintain a strong, positive working relationship with course coordinator and TACD</p>
(iii)	Other duties as may be directed by Management	
(iv)	<p>Environmental, Health and Safety Responsibilities</p> <ol style="list-style-type: none"> Complies with Tennis Australia's OH&S policies and procedures Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager Participates in meetings, training and other environment, health and safety activities Does not wilfully place at risk the health or safety of any person in the work place Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&S and environmental legislation. Participate in Return to Work programs, as required to, across the organisation. 	

6. Knowledge & Skills, Qualifications, Competencies, Behaviour & Attributes	
Knowledge & Skills	
§	<p>Confidence in public speaking and educating as well as a high level of skill in communication with people from a wide range of backgrounds, face to face, by telephone and in written reports, and general correspondence.</p> <p>Ability to set priorities, plan work programs and meet deadlines.</p> <p>Preparedness to be flexible in regard to working hours and extensive travel nationally including regional areas.</p> <p>Sound IT knowledge, experience and abilities.</p> <p>A strong playing background.</p> <p>Extensive knowledge of Australian and International Tennis.</p> <p>Extensive knowledge of tennis coaching, sports coaching and education in general.</p> <p>Well organised with an attention to detail.</p> <p>Ability to work successfully in a team environment and contribute to team cohesiveness.</p> <p>Proven ability to deal with adversity and challenging environments.</p> <p>Passion for Tennis.</p>

Qualifications

Tertiary qualifications in the relevant area/discipline (essential)
Coaching qualification in the level above that which he/she intends to present in (essential)
Certificate IV in Workplace Assessment and Training (desirable)
Coaching experience – tennis or other (essential)
Teaching experience – primary or secondary (desirable)
Tennis Australia Coach Member. Alternatively, the willingness and ability to acquire this membership.
Post graduate studies (desirable)

Competencies, Behaviours & Attributes

- § Highly effective organisational skills with an attention to detail.
- § Ability to coordinate education and training program logistics.
- § Ability to prioritise tasks.
- § Lateral approach to problem solving.
- § Ability to work successfully in a team environment and contribute to team cohesiveness.
- § Proven professional attributes in developing relationships with stakeholders.
- § Sound communication skills – both verbal and non verbal.
- § Proven ability to deal with adversity and challenging environments.

7. Declaration

I, _____ (full name) acknowledge that I have read and understand the
(title) _____ POSITION DESCRIPTION which forms part of my employment contract from the date of
issue.

Employee: _____ (signature) Date: _____

This Position Description is approved by:

Manager: _____ (signature) Date: _____

HR Manager _____ (signature) Date: _____