

NSA : Singapore Dragon Boat Association (SDBA)

Job Title : High Performance Manager

Reports to : VP (High Performance) and General Manager SDBA

Job Role: An experienced and knowledgeable person to lead, implement and manage the high performance (HP) programme in accordance with the NSA High Performance Operational Plan (HiPOP). The person must ensure that the appropriate high performance environment is developed to get the best out of the athletes, coaches and all HP support personnel.

Job Description:

A. High Performance Operational Plan (HiPOP)

- Assist in the establishment of SDBA's HiPOP.
- Manage the implementation of the HP programme, in accordance with SDBA's HiPOP, and the management of the given HP budget.
- Lead the updating and review of HiPOP on an ongoing basis with all key stakeholders.
- Work together with high performance coaches as a team to develop and manage elite training and competition programs that foster the application of best-practice coaching techniques and cutting-edge sport science and sports medicine (SMSS) to athletes in all programmes.
- Establish an ongoing monitoring process to ensure the programme outcomes are maximised and annual targets are achieved.
- Responsible for all aspects of the HP programme relating to athlete performance monitoring, measurement of and reporting against identified Critical Success Factors (CSFs) and programmes, and athletes' targets.
- Coordinate the development of appropriate HP policies and programmes, including selection, doping, disciplinary policies etc, to produce and maintain the documentation of these policies.
- Responsible for coordinating the management of squad training, overseas competition and training, and the delivery and management of SMSS services to athletes.
- Responsible for the acquisition of Sport Singapore (Sport SG) funding via drafting and submission of applications and associated reports, covering all essential aspects of HiPOP operations
- Liaise directly with Sport SG on the delivery of all High Performance Management (HPM) programmes and resources pertaining to the carding, education, career and welfare needs of athletes.
- Responsible for the management of all issues associated with the management of the HiPOP.

B. HP Administration and Support

- Provide administrative and planning support to HP Coaches
- Provide administrative support to the National Team as the Team Manager of the Men's and Women's Team
- Monitor and assist the administration of the premier, developmental and masters team as required
- Administer and maintain IDBF online registration for the National Teams and pro-elite teams
- Liaise with major events organisers – IDBF, ADBF, ICF, etc
- Establish and maintain systems to monitor and appraise the performance of coaches and athletes, and present feedback and recommendations for ongoing improvement.

C. Decision Making and Accountability

- Responsible for the non-technical management of the national HP programme, making decisions and exercising judgment on policy, budget and other non-technical matters within the philosophy and direction of the programme
- Be accountable, in conjunction with the HP coaches, for the budgeting and management of funds allocated from the HP budget and any other elite programmes in accordance with the required guidelines.

D. Reports

- To indicate desired outcomes during the period of contract (i.e. Key Performance Indicators {KPIs}) to be quantified and to specify the time frame for achieving the targets accordingly). This is to be done six months after the commencement of employment.
- To agree upon KPIs by the SDBA, Sport SG and their Sports Performance Manager/Executive (SPM/SPE)
- To submit quarterly reports to Sport SG and SDBA on progress made in the specified areas of responsibilities.
- To meet and update the sports performance manager of the sport on the progress at least once a quarter.
- Responsible for the timely submission of reports relating to the HP programmes to Sport SG (such as spexTEAM reports) progress of SMSS activities, competition reports and results, High Performance Preparation Plan, annual HP plan etc, as and when required.

E. Code of Ethics

- To act in the best interests of SDBA at all times and avoid any interest, activity or relationship that conflicts with the interests of SDBA.
- To protect, conserve or take all possible care to prevent loss of or damage SDBA's property, assets or monies of which he / she may at any time be in charge or control of.

F. Other Duties

- Provide operation support to SDBA-organised events.
- Provide administrative support to SDBA's daily operations where required.

Job Specification:

- Qualifications : Recognised University Degree. Those relevant to Sports Science / Management / Administration or Human Resource Management will be advantageous.
- Experience : Experience in preparing funding submissions and justifications are essential.
- Skills & Knowledge : Strong management, Information Technology, communication, negotiation, financial management and planning skills are essential. Good knowledge of the infrastructure of Sport SG, Singapore National Olympic Council and SDBA, together with background in the relevant sport are an advantage.
- Personal Qualities : Good interpersonal and effective oral and written communication skills are required. Ability to provide leadership, motivation and to work effectively with limited supervision is essential. Highly motivated, energetic, action oriented and results-driven individual is preferred.