

## Position Description – Australian Fencing Federation

**Position Title:** High-Performance Manager  
**Reports To:** Chair High-Performance Commission  
**Location:** Remote  
**Employment Type:** Part-Time, 0.8 FTE  
**Remuneration:** TBA

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### Position Summary:

The Australian Fencing Federation's High-Performance Manager (HPM) will lead and oversee the strategic development, implementation, and management across all aspects of the high-performance program to achieve sustainable success for our athletes and coaches. The HPM will ensure the effective delivery of world-class training and competition environments, maintaining a culture that promotes high performance and ensures the well-being of athletes and staff.

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### Key Responsibilities:

- Under broad direction from the Chair of the High-Performance Commission, this involves planning and implementing production processes to improve quality, productivity, and performance. It also includes working on various projects, a coaching program, wheelchair fencing, budgets, and international tours. Your primary role is to oversee company procedures and enforce policies as determined by the board and its commissions and committees.
- Lead the implementation of the AFF High-Performance Strategy through close consultation with key stakeholder groups, such as coaches, athletes, directors and National Institutes Network (NIN) partners. The AFF High-Performance Strategy will include the 'What It Takes To Win' (WITTW) model, an athlete recruitment approach and establishing benchmarks for pathway talent identification, technical workforce development strategies to support implementation and a resourcing analysis
- Develop and maintain a valid and reliable profiling method that is aligned to the WITTW model that can be used for selecting and progressing athletes through the Developing and Podium Potential stages of the Athlete Categorisation Framework
- Implement performance pathway activities through close collaboration with expert and experienced staff and volunteers and utilise the operational and technical resources which contribute to building a system that develops athletes to achieve sustained success for Australia at elite level international competition.
- Actively conduct and manage stakeholder and commission engagement and involvement in the Federation to success.
- Provide broad-based support to the High-Performance Commission and other areas deemed necessary for the successful running of the High-Performance Program
- Identify and manage issues and risks in a timely manner, escalating to the relevant responsible member as required.
- Responsible for holistic delivery of programs as determined, such that other dependent critical activities are actively addressed and occur to deliver outcomes successfully.
- As required, perform business analysis tasks and develop business-related policies and procedures for the systems and/or solutions in conjunction with stakeholders, supporting these successfully through the consultative and approval process.
- Deliver functional, development, technical and change management aspects of the programs, ensuring that the programs are completed on schedule, within the agreed budget and

resources and meet agreed business requirements.

- Write clear and concise specifications and reports and communicate effectively in a range of mediums and to a range of audiences.

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### **Qualifications & Experience:**

- Relevant experience in a related employment field with demonstrated application of skills.
- Interest or previous accomplishments in sport and an understanding of the sports environment's dynamics.
- Experience with sports and high-performance management
- Demonstrated experience in dealing with Board management and government relations and a sound understanding of governance principles.
- Demonstrated experience in the development and implementation of policies and in the successful sourcing and management of external funding applications.
- Strong leadership skills and the ability to make complex decisions.
- An ability to motivate, drive results and deliver to expectations set and on budget.
- Excellent written, organisational, interpersonal and communication skills.
- The ability to build strong relationships and influence at all levels and with key stakeholders.
- Proficiency in the use of technology
- High level of administrative acumen

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### **Personal Competencies**

- Highly effective communication and interpersonal skills.
- Integrity and professionalism.
- Ability to work under pressure and meet deadlines and commitments.
- An understanding of and empathy towards all people.
- Integrity, discretion, and tact with respect to confidential information.
- Demonstrated commitment to success, quality, professionalism, and attention to detail in all tasks performed.
- Organised and efficient.
- Flexible and responsive to change.
- Ability to work independently with or without supervision in a hybrid work environment.
- Ability to contribute effectively within a team environment.

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### **Key Working Relationships**

- Chair High-Performance Commission
- Board Members
- High Performance Team
- Athletes
- Program coaches, management, and support staff
- Members of the ASC, AIS, National Institute Network partners

Any external relationships include industry stakeholders, community organisations, sporting associations, and support services.

## Child Safety

- The Australian Fencing Federation is committed to providing children and young people with a positive and enriching environment that promotes their social, physical, or emotional development. We are committed to safeguarding children through the National Integrity Framework and the Child Safe Policy, ensuring young people in our care feel safe and are safe.
  - We expect representatives of the organisation, regardless of their role or level of responsibility to support such an environment.
  - As part of your duty, you must recognise that children and young people require special care and attention to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in Fencing programs and services.
  - It is an inherent requirement of this role that the incumbent role holds and maintains relevant, current Child Safety certification through a Working with Children or Vulnerable People Check.
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## Citizenship/Visa

You must be an Australian citizen and have permanent residency status or a visa permitting you to work in Australia. You are required to notify the organisation if your right to work in Australia ceases.

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## Other Requirements:

- Availability for occasional travel to fencing events, clubs, and schools across Australia.
  - Ability to work collaboratively in a team environment and independently when required.
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This role provides a unique opportunity to shape the future of fencing in Australia by engaging and building our high-performance team, athletes and support group. We encourage you to apply if you are passionate about sports development and building community engagement for high-performance athletes.

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## How to Apply:

Please submit your resume and a cover letter outlining your relevant experience to [chair.hpc@fencing.org.au](mailto:chair.hpc@fencing.org.au)