

Role Statement



TITLE OF POSITION: Talent Search Coordinator
CLASSIFICATION LEVEL: PO-1

Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

Division

The Development Division comprises four directorates: Planning and Development, Architecture and Built Environment, Property and the Office for Recreation and Sport.

Office for Recreation and Sport

The Office for Recreation and Sport (ORS) is the lead agency for the Government's policy on sport and active recreation. ORS supports sport and recreation organisations through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and the promotion of physical activity.

South Australian Sports Institute

The South Australian Sports Institute (SASI) is a Division within the ORS and is charged with specific responsibilities for the identification, development and support of athletes with the potential to perform at the highest national and international levels in sport. SASI works with sporting partners to conduct world class intensive coaching, training programs and individual scholarship programs. SASI provides leading edge scientific and technical services, whilst supporting the holistic development of athletes, coaches and staff.

Directorate:
Position Number:
ANZCO Code:
Location:



Government of South Australia
Department of Planning,
Transport and Infrastructure

Role Overview

The Talent Search Coordinator role focusses on the implementation and coordination of talent identification and development initiatives and programs of which a major component is managing the SASI Talent Search Program. The Talent Search Coordinator will be responsible for conducting talent identification activities and initiatives, managing testing data, and using the test data to assist in identifying athletes for sport specific talent development programs. This position involves significant interaction with educational institutions, students and parents, coaches, sporting organisations, and supervision of other staff.

The Talent Search Coordinator reports to the High Performance Manager – Operations and will work closely with the SASI Program Coaches and Sport Science staff as part of their ongoing coordination of the various talent identification programs and initiatives.

Key Outcomes of the Role

The Talent Search Coordinator is required to undertake a wide range of activities which may include all or any of the following:

- a. Effective coordination of the SASI Talent Identification program through the collection and evaluation of field test data and the prompt reporting and distribution to SASI program coaches and targeted state sport programs, education institutions and students;
- b. Undertaking and/or supporting professional projects and/or activities that may include investigations, assessments, planning and change and improvement functions of existing and/or new talent identification initiatives;
- c. Selecting, adopting and contributing to the review of new professional discipline techniques, technologies and methodologies to resolve problems associated with identifying, selecting and retaining talent;
- d. Establishing and maintaining a database of test results from the field and laboratory tests and assessments and undertaking research, analysis, interpretation of findings and preparing technical documents, correspondence reports that support the management of the talent search programs, projects, and/or initiatives;
- e. Maintaining records and systems and contributing to the development of professional standards, programs, projects, assets, systems and/or services.
- f. Liaising with internal and external stakeholders to address concerns associated with, and to progress and provide input into, assigned programs, projects, systems and/or services.
- g. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the [Code of Ethics for the South Australian Public Sector](#), equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

Special Conditions and Essential Requirements

- A current driver's licence and willingness to drive is essential.
- Frequent out of hours work and some inter and intra-state travel is required.

- This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

Qualifications / Licences

- A degree in sports science or equivalent.
- Senior First Aid and CPR certification.

Person Capabilities

- Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- Demonstrates a commitment to exhibiting and inspiring their team members and workforce to actively engage in the behaviours that reflect the DPTI values including:
 - Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
 - Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
 - Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we’re doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”
 - Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
 - Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- Exhibit behaviours that model integrity, professional accountability and diversity across the department, across-government, and community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- Demonstrated experience planning, implementing and reviewing high quality applied sport programs/projects.
- Demonstrated technical skills to conduct exercise field testing, analysis and reporting with a diverse range of individuals and groups.
- Ability to manage large data sets.
- Demonstrated ability to communicate, consult and liaise with peers and client groups from widely diverse age groups and backgrounds including educational institutions, students, parents, elite sports partners, external stakeholders, coaches and athletes to improve elite athlete talent identification

Delegate Approval

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Name

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Signature

Date: /