

Cross Country Ski de fond Canada Job Description

Position Title

High Performance Director (HPD)

Reporting Structure

Chief Executive Officer (CEO)

Job Family

Director 2

Summary

Reporting to the CEO and serving on the senior management team, the HPD is responsible for developing, leading, and executing the vision and direction of CCC's high performance program in order to achieve sustainable podium performances at Olympic Games and FIS World Championships. The HPD will build and maintain a culture of excellence and develop the systems, plans and accountabilities necessary to lead the high performance plan.

Duties and Responsibilities

A. Leadership, Development, Planning, Management and Evaluation

- Lead and direct CCC's high performance program, aligning with CCC's strategic plan and its approved budgetary, administrative and operational framework
- Lead the process of developing, implementing, evaluating and updating a rolling quadrennial high performance plan and annual operational plan to ensure international podium results and sustained international results
- Provide, manage and maintain a world-class high performance culture and daily training environments for targeted athletes within the high performance program
- Clearly communicate CCC's high performance vision, plan and policies to all high performance staff, Sport Science Sport Medicine (SSSM) professionals, coaches, athletes, HP clubs and/or training centres, and others as they relate to their involvement in the program
- Chair CCC's High Performance Committee (that is advisory in nature)
- Recruit, lead, develop, direct, unify and evaluate high performance staff and contractors, including succession planning
- Lead the preparation and management of high performance budgets, including accountability for the operation and expenditures of the high performance program and its staff
- Work with other members of the CCC Senior Management Team to ensure programs are aligned to reach common goals and objectives, including contributing to strategic and annual business planning and reporting, and to achieve CCC's overall vision and mandate.

B. HP Clubs and Training Centres

- Articulate a strong vision for and participate in the development of appropriate world-class training environments at HP clubs and/or training centres that meet the long-term needs of coaches and athletes and contribute toward the goal of sustainable international success
- Collaborate effectively with head coaches, Sport Science Sport Medicine providers, club and training centre partners and others to develop and implement annual HP club and/or training centre operational plans, policies, procedures, budgets, and monitoring practices.

C. Sport Science Sport Medicine

In collaboration with Canadian Sport Institutes (CSI Calgary and INS),

- Ensure effective leadership and overall management of the high performance program's SSSM programming
- Ensure an athlete performance centered, collaborative approach between national team coaches, personal coaches and Integrated Support Team (IST) members, to design, implement and manage an effective and timely SSSM support program that is, proactive and leading edge
- Ensure that priorities for cross country specific research are established and implemented

D. Stakeholder Engagement

- Manage relationships, programs and processes with CCC's high performance partners, including Own the Podium, Canadian Olympic Committee, Canadian Sport Institutes, Provincial Sport Organizations, Coaching Association of Canada, international associations and other key stakeholders
- Develop system capacity by maximizing the resources that reside within CCC's national and international network
- Keep all appropriate individuals, committees and partners informed and engaged through normal reporting and communication channels
- Ensure that CCC marketing strategies are well supported by HP athletes and program coaches as per regulations
- Provide regular high performance updates to the CEO

Requirements

- Demonstrated leadership capability in developing, implementing and leading a successful high performance program, team and culture in an international sport, resulting in podium success at World Championships and/or Olympic/Paralympic Games
- Success leading teams of athletes, coaches and support staff at major international competitions
- Proven ability to build strong relationships and credibility with coaches, support staff and stakeholders
- Strong understanding of Cross Country Canada, Olympic sport and the Canadian sport system
- Strong understanding of the factors that drive international success and ability to effectively harness operational and technical resources
- Demonstrated business skills including planning, budgeting and change management

Skills and Competencies

All performance attributes, values and related behaviours listed in Annex A and Annex B of the CCC Staff Performance Assessment Policy, and, in particular:

- The ability to inspire and align many stakeholders to a common vision and plan through outstanding communication, leadership and change management processes
- Good judgment, discretion, tact and the ability to work very well with athletes, coaches, partners, staff and others
- Superior critical thinking skills, including the capacity to identify, appropriately assess and order competing interests and priorities, and to challenge the status quo
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems

Working Conditions

- Required from time to time to work evenings and weekends
- Required from time to time to work outdoors, including on snow
- Required to travel extensively, domestically and internationally

Disclaimer

The preceding description is not designed to be a complete list of all duties and responsibilities required of the HPD. The HPD will be required to perform other duties as assigned. This job description will be updated regularly to reflect changes.

Authorization

Human Resources Authorization Signature

Name

Signature

Date

Position Manager Authorization Signature

Name

Signature

Date

This position is financially supported in part by Sport Canada.