



JOB DESCRIPTION

JOB TITLE:	High Performance Manager
RELATIONSHIPS-	
<p>Reports to: General Manager Direct Reports: (1) Part-time Team Manager (2) Part-time Trainer/Coach/Scientist(3) Part-time mechanics Liaise with (internal): SCF Management Committee members, SCF affiliates and members Liaise with (external): SSC, SNOG, IHLs, ACC, UCI, Governmental agencies, members of the public, sponsors.</p>	
OVERALL JOB PURPOSE	<p>Responsible for all aspects of performance and technical related operations with major focus on the identified discipline(s) able to achieve and sustain Singapore's medals count at the major games and championships.</p> <p>Build and sustain performance at major games for the Federation by maintaining performance budgets, ensuring adherence of policies and procedures, and working with the Management Committee to ensure a high quality of service.</p> <p>Performance and technical liaison for major games and competitions.</p>
DUTIES & RESPONSIBILITIES OF JOB ROLE	<p><u>MANAGEMENT</u></p> <ul style="list-style-type: none"> • Create a performing culture soundly supported by values of optimism, passion, integrity, courage, respect and teamwork • Develop a High Performance Plan and thereafter, execute operating plans, with clearly spelt out performance targets for SCF in consultation with relevant Sub-Committees or cycling disciplines • Serve as key performance and technical liaison between SCF and SSC/Sport Singapore, SNOG • Manage and be accountable for the SCF performance budget and related approvals • Serve as key performance and technical contact point for SCF for both local and international relationships <p><u>STRATEGIC</u></p> <ul style="list-style-type: none"> • Increase SCF's strategic performance outreach to the community • Lead on the Annual Planning process for SCF's performance and technical matters <p><u>RELATIONSHIP MANAGEMENT</u></p> <ul style="list-style-type: none"> • Be the primary day to day contact for SCF Management Committee members on performance and technical matters • Actively manage team managers, sports science personnel, coaches, and athletes with a view to achieve specified high performance goals and objectives

<p>KEY RESULTS AREA & KEY PERFORMANCE INDICATORS</p> <p>(See Annex B for detailed KPIs and referenced to SCF's MYSP FY18 to FY21)</p>	<p><u>Technical and Sport Specific</u></p> <p>see Annex A</p> <p><u>Technical Compliance</u></p> <ul style="list-style-type: none"> • Technical Rules and Regulations of the UCI and SCF • Be familiar with athlete support programmes and policies administered by SSC/Sport Singapore • Be familiar with the requirements on the Code of Athlete Management which includes establishment and implementation of fair and transparent athlete selection policy, implementation of athletes' agreement, adoption and adherence to anti-doping rules and policies. <p><u>Policy and Financial Management</u></p> <ul style="list-style-type: none"> • Ensure that 100% of SSC Grant allocation for related performance matters are fully utilised • Adhere to SCF's Financial Policy and Procedures • Periodically review policies on and not limited to Athlete Selection, funding for National Training Squads, SCF Technical Regulations, Team Management, SCF National Points System (Road and MTB)
<p>QUALIFICATIONS, KNOWLEDGE & EXPERIENCE</p>	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • A Sports Science or Sports Management related degree will be preferred. <p><u>Experience</u></p> <ul style="list-style-type: none"> • Have had experience in the area of sports science and high performance management • Have proven track record of success at performance sports and is (preferably) still involved in sports development in one way or another • A past performance cyclists and/or who understands the local sports system and with some understanding of the same at the regional and international levels. • Has been involved in a front-line or supporting role at Major Games (Olympics/Commonwealth Games/Asian Games/SEA Games) and regional, continental Championships. <p><u>Skills & Knowledge</u></p> <ul style="list-style-type: none"> • Understands the basic technical rules and regulations for the sport across various disciplines • Understands the local cycling culture • Able to plan, understands core training concepts including periodisation, training phases etc, coordinate, and review the sports science, coaching and allocate resources to support talent for competition demands. <p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> • Well groomed • Highly dependable and able to work independently • Able to deal with uncertainty • Ability to generate ideas and solutions; self-motivated and results driven; excellent relationship management skills; team player; innovative; a genuine interest in sports news; excellent organisational and time management skills; attention to detail and ability to work under pressure

<p>Job Holder's Signature :</p>	<p>Date :</p>
<p>General Manager's Signature :</p>	<p>Date :</p>

High Performance Manager

Technical & Sport Specific duties

- a. To assist SCF's Head Coach to prepare SCF's National Training Squad in the following areas (Physical, Technical, Tactical, Mental and Connectedness) specific to Road, Track, MTB or BMX racing for Major Games and all other competitions and training stints. This shall be achieved in consultation with SCF's High Performance Joint Management Team comprising the Head Coach, Vice Presidents for Road, BMX, MTB and Track, Team Manager, Sports Science personnel, Honorary Secretary, President or any other SCF appointed persons.
- b. To plan, coordinate and review the National Training Squad Road, MTB, BMX and Track training sessions in consultation with SCF's High Performance Joint Management Team comprising the Head Coach, Vice Presidents for Road, MTB, BMX and Track, Team Manager, Sports Science personnel, Honorary Secretary, President, Sport and Technical Manager or any other SCF appointed persons.
- c. Where necessary, to submit a Risk Assessment and Management Plan for coaching sessions in consultation with SCF's Head Coach. Where necessary the Risk Management Plan will be reviewed at the end of each session, with identified areas for improvements to be implemented in the next session.
- d. In consultation with SCF's Head Coach, ensure that a training / session plan is available and implemented prior to each coaching session.
- e. To review each training session in consultation with SCF's High Performance Joint Management Team comprising the Head Coach, Vice Presidents for Road, MTB, BMX and Track, Team Manager, Sports Science personnel, Honorary Secretary, President, Sport and Technical Manager or any other SCF appointed persons.
- f. To plan, coordinate and conduct quarterly performance cycling profiling and refine/add value to SCF's current athlete selections.
- g. Mentor and groom a pool of "assistant" High Performance Managers for deployment with the National Training Squads during training and competitions.
- h. To report to SCF's High Performance Joint Management Team comprising the Head Coach, Vice Presidents for Road, MTB, BMX and Track, Team Manager, Sports Science personnel, Honorary Secretary, President, Sport and Technical Manager or any other SCF appointed persons. On a day to day basis, SCF's General Manager shall serve as the primary point of contact for the Contractor.

Annex B

Performance Measures	FY2017 Base	Key Deliverables / Incremental Targets			
		FY2018	FY2019	FY2020	FY2021
Strategy 1.1: Adhere to Charity Council's Code of Governance Best Practices <ul style="list-style-type: none"> Level of compliance - Number and type of risks identified during annual audit Adherence to stipulated timelines and mandatory submissions (Financial Statements, Annual Report & Governance Evaluation Checklist) 	0 risks – FR compliance report 6 Medium risks	3 Medium risks	Zero high and medium risks	Zero high and medium risks	Zero high and medium risks
Strategy 1.2: Review Organisational Structure and manpower requirements <ul style="list-style-type: none"> Revenue generated – see Strategy 2.1 Number of programmes on offer Staff retention and SCF's ability to adhere to timelines and reporting requirements 	Organisational Structure revamped in Sep 2017 8 staff (1 contract, 1 PT, 6 FT incl 2 self-funded headcounts)	New organisational structure in place by 1 Apr (incl fresh headcounts for HPE, Admin and coaching roles)	Status quo	Conduct review of organisational needs and structure	To be determined
Strategy 3.3: Establish <u>Jurong Stadium</u> as a developmental training centre <ul style="list-style-type: none"> Number and Frequency of school-level activities Identify and appoint coaches Availability of implementation plan Number of developmental cyclists identified 	Not identified 0 0 0	Apr 2 Yes 20	Apr 2 Review 30	Apr 2 Status Quo 30	Apr 2 Review 30

Performance Measures	FY2017 Base	Key Deliverables / Incremental Targets			
		FY2018	FY2019	FY2020	FY2021
<p>Strategy 4.1: Develop high performance capabilities – team managers, coaches, technical support</p> <ul style="list-style-type: none"> • Availability of Annual schedule to be ready by Dec 2017 • Number of coaching courses organised (Performance & Participation level) and identify course conductors • Number of Mechanics Course organised • Number of Team Managers' Workshop organised and identify a suitable individual to conduct the workshop • Number of Commissaires' Courses organised (L1 and L2 – Road/BMX/MTB) 	Dec 1 1 0 2	Dec 3 1 1 2	Dec 3 1 1 2	Dec 3 1 1 2	Dec 3 1 1 2
<p>Strategy 4.2: Focused funding approach to achieve success at regional level</p> <ul style="list-style-type: none"> • Availability and amount of funds for National Training Squads • Identification and appointment of a Technical Consultant by Sep 2018 • Review NTS Funding Policy by Jan 2018 • Results at regional competitions (SEA Games, ACC etc) 	\$100,00 0 Done	\$100,000 1 Done	\$130,000 1 Jan	\$130,000 Review Jan	\$150,000 Review Jan
<p>Strategy 4.3: Identification of off-shore training centre</p> <ul style="list-style-type: none"> • Quality of training programme • Incremental progress of cyclists • Results during training and competitions 	Track training in Colorado Springs 1G, 1 S, 1B at SEA Games	Track training in Colorado Springs and BMX/Road in Malaysia Top 8 at ACC	Track training in Colorado Springs and BMX/Road in Malaysia 6 medals at SEA Games	Track training in Colorado Springs and BMX/Road in Malaysia Top 6 at ACC	Track training in Colorado Springs and BMX/Road in Malaysia 8 medals at SEA Games