



**Title:** High-Performance Manager  
**Type of position:** Full-Time (Permanent)  
**Location:** Remote  
**Salary:** \$60k (negotiable based on experience)  
**Reporting to:** Chief Executive Officer  
**Start Date:** March, 2024.

**Wheelchair Rugby Canada** is a world-leader in Wheelchair Rugby, a respected advocate for wheelchair athletes and a visionary organization committed to excellence in programs from recruitment to retirement.

Wheelchair Rugby Canada is committed to building a skilled, diverse team reflective of Canadian society. As a result, we promote employment equity and encourage applications from women, Indigenous peoples, persons with a disability or members of a visible minority group and regardless of sexual identity, gender identification or gender expression, and marital or family status.

### **POSITION DESCRIPTION**

Wheelchair Rugby Canada is looking for a High-Performance Manager to manage Wheelchair Rugby Canada's High-Performance Program, which includes our National Teams and Next Generation Teams.

Under the direction of the Chief Executive Officer, the High-Performance Manager, will collaborate closely with the Head Coach, and be responsible for the management of high-performance Wheelchair Rugby in Canada, relative to developing and managing a High Performance, managing the implementation, preparing plans and budgets, managing, and developing talent, and partnering with numerous key stakeholders.

### **RESPONSIBILITIES**

- **Managing Operations.** The High-Performance manager will be responsible for the day-to-day operations of our high-performance activities as well as logistics and operations of national team camps and competitions.
- **Building and Optimizing Partnerships and Relationships.** Represent the sport, liaise, manage relationships, and collaborate with various key stakeholders; Own the Podium; the Coaching Association of Canada; the Canadian Paralympic Committee and other agencies with respect to National Team activities and programs.
- **Design a High Performance Program.** Create annual and multi-year plans for all high-performance program activities in collaboration with the Head Coach. Preparing the annual and quadrennial budgets and determining the accountability for funds with respect to all high-performance programs.
- **Instilling Safe Sport Values.** Build and maintain an environment where everyone can thrive by promoting physical, psychological, and social wellbeing through adherence of safe sport principles.
- **Managing and Developing Talent.** Devise and implement talent identification and recruitment strategies. Provide support for all high performance and national team coaching and technical staff; support the development of performance targets and evaluation of the staff; determine gaps, professional development needs and continued learning opportunities. Support the develop of an ongoing succession plan for key positions.



## **BEHAVIOURIAL COMPETENCIES**

- **Builds Effective Teams & Engagement.** Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals that creates a climate where people are motivated to do their best.
- **Collaborates.** Building partnerships and working collaboratively with others to meet shared objectives.
- **Communicates Effectively.** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Courage.** Taking initiative to address difficult issues, saying what needs to be said even when fearful of doing so.
- **Decision Quality.** Making informed, ethical, and timely decisions.
- **Demonstrates Self-Awareness.** Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses. Be able to use this insight to develop and grow.
- **Ensures Accountability.** Holding self and others accountable to meet commitments.
- **Inspires Vision.** Painting a compelling picture of the vision and strategy that motivates other to action.
- **Manages Conflict.** Handling difficult people situations and leaning into different perspectives to identify and implement effective solutions.
- **Plans and Aligns.** Planning, collaborating and prioritizing work to meet commitments aligned with organizational goals.
- **Sets Standards.** Establishing clear guidelines and cultural expectations around High Performance strategy.
- **Strategic Mindset.** Seeing ahead to future possibilities and translating them into breakthrough strategies.
- **Trust and Integrity.** Gaining the confidence and respect of others through honesty, consistency, and authenticity.

## **SPORT KNOWLEDGE AND SKILLS**

- **Administration.** Developing clear and concise policies and protocols for the implementation of program plans including, but not limited to, program decision making processes, responsibilities, and performance expectations.
- **Evaluation.** Assess the overall high-performance strategy, program coaches/staff, athletes and overall performance including gap analysis tracking against identified metrics and indicators.
- **Financial Acumen.** Determining the budget and control accountability for all funds with respect to the program plan. Prepare annual operating reports, annual applications for financial assistance and other reports as required by all funding agencies and stakeholders.
- **High Performance Program Leadership.** Leading teams to success in a multi-disciplinary, cross-functional environment; delivering on strategic objectives & performance targets; setting performance and behavioral standards for the high-performance program.
- **High Performance Sports Insight.** Understanding of strategic high performance sport system planning, implementation, monitoring, and evaluation in Paralympic Sports at the national & international level.
- **Operational Insight.** Effective management of high-performance people, program, facilities, and equipment.
- **Optimizing Talent.** Developing, inspiring, and engaging a strong team of national coaches and high-performance staff. Provide mentoring and facilitate development opportunities and continued learning.
- **Performance Science Integration.** Implementing integrated performance science services and resources through nationally and regionally driven performance science teams with the purpose of enhancing athlete performance.
- **Technical and Tactical Communication.** Developing strategies & proposals,



**Closing Date: Friday February 9, 2024 (5:00pm EST)**

Please forward your cover letter and resume to [info@wheelchairrugby.ca](mailto:info@wheelchairrugby.ca). Please include your expected salary in your cover letter.

We wish to thank all applicants for their interest; however, only those invited for an interview will be contacted.

**Conditions**

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.