

Position:	Team Australia Technical Delegate Assistant (TDA)
Location:	Open (within Australia)
Reports to:	WSA CEO and WSA Technical Delegate
Commencement:	July 2018

WORLDSKILLS AUSTRALIA

Worldskills Australia is a social enterprise that passionately believes skills drive the future of young people, and of Australia.

Since 1981 we have been the leading voice for skills excellence in vocational, technological and service oriented careers in Australia. We have raised the awareness of hundreds of thousands of young Australians and their parents, industry and employers, that our nation's future depends on effective skills training systems.

TEAM AUSTRALIA TECHNICAL DELEGATE ASSISTANT

WSA is seeking to appoint a Technical Delegate Assistant to provide support to the existing WSA Technical Delegate and to be an integral member of Team Australia in the lead up to and during the 45th WorldSkills Competition in Kazan in 2019.

The position is voluntary and, as is the case with all Team Australia positions, it will be reviewed following the conclusion of the 45th WorldSkills Competition in Kazan in 2019.

PURPOSE OF POSITION

The purpose of the Team Australia Technical Delegate role is:

1. To be an integral member of the Team Australia Management Group throughout all phases of the International Competition (Team selection, planning, training, competition and post-competition)
2. To assist the Technical Delegate in managing and leading the team of Australian International Experts
3. To assist the Technical Delegate in preparing the next 'Team Australia'
4. To work closely with the Technical Delegate, Experts Team Leader, Experts, Team Leaders and Competitors in a team environment
5. To deputise, where/when required, for the Team Australia Technical Delegate

REPORTING RELATIONSHIP

The Team Australia Technical Delegate Assistant will report to the WSA Chief Executive Officer and WSA Technical Delegate.

DUTIES AND RESPONSIBILITIES

Team Australia

- Be an integral member of the Team Australia Management Group (TAMG) throughout all phases of the International Competition cycle.
- Participate in Team Australia selection across all levels – Skill categories, Competitors and Experts
- Participate in and provide reports to regular TAMG meetings (held via teleconference)
- Work closely and assist the Technical Delegate in:
 - Mentoring and training Team Australia Experts in a professional manner throughout all phases of the International Competition
 - Team Australia development – in particular the development and implementation of Training Plans with Experts and Competitors
 - Facilitating meetings at the Team Australia training camp
 - Coordinating succession planning for Team Australia experts
 - Daily Team Australia Expert meetings during the Global Skills Challenge and WSI Competition
- Build and maintain relationships with Australian Experts and Competitors
- Complete and submit a comprehensive report on all areas of responsibility within one month of the conclusion of the WSI Competition
- Work closely with the Team Australia Official Delegate, Technical Delegate and Expert Team Leaders in the delivery of all duties and responsibilities
- Assume the role of Technical Delegate when required.
- Assist with a comprehensive review of all WSA International process and procedures

WorldSkills International (WSI)

- Represent Australia (together with the Official Delegate and Technical Delegate) at WSI Forums and events (where required)
- Build and maintain relationships with Technical Delegates (and other personnel as required) from other WSI member countries

General

- Work strategically with the CEO and Technical Delegate to ensure WSA remains competitive at the International level with a commitment to continuous improvement
- Work closely with the CEO and Technical Delegate in the development of strategies and implementation plans which help meet WSA objectives with relation to Team Australia
- Assist Technical Delegate in analysing and reporting on gathered statistical data and recommend future directions for Team Australia
- Assist in the coordination of workshops and other programs as required
- Assist at the WSA National Competition (roles and responsibility to be determined in consultation with the WSA CEO and Operations Manager)

Safety, Health and Environment (SH&E)

- Follow and adhere to company policy and procedures relating to WH&S
- Perform all duties in a safety conscious manner
- Support and promote the importance of WH&S and a workplace that is focussed on minimising risk to health and safety (physical and psychological)

Equal Employment Opportunity

- WSA is an Equal Opportunity Employer and as such all employees will embrace and follow relevant WSA policies and procedures

SCHEDULE OF COMMITMENTS

It is expected that the Team Australia Technical Delegate Assistant will be available to attend and participate in the following events.

Other events/functions may arise from time to time which the Team Australia Technical Delegate Assistant may be required to attend.

It is the responsibility of the incumbent to ensure that their existing employer is made aware of these time commitments and that approval to attend is obtained.

DUTIES/RESPONSIBILITIES

DATE(S)	DESCRIPTION
May 2018	Expression of Interest (EOI) for Training Manager/International Expert distributed
June 2018	Nominated 2018 National Championship medallists invited to apply to be a part of the Skills Squad 2018/19
Friday 18 th June 2018	EOI for TDA & Training Manager/International Expert CLOSED
Friday 29 th June 2018	TDA and Training Manager/International Expert Announced
Friday 29 th June 2018	Applications for Skills Squad 2018/19 (Competitors) CLOSED
Monday 16 th July 2018	Skills Squad Announced tbc

INDICATIVE TIME COMMITMENT

DATE(S)	DESCRIPTION
July/August 2018	Complete Training Plan in preparation to Training Camp Contact Skills Squad member, mentor and employer
Late August Early September tbc	Skills Squad Training Camp (4-day commitment)
@May 2019	Global Skills Challenge Location TBC 6-day commitment 4-day competition
June/July 2019	Online Portal Completion of all online Tests
22 nd – 27 th August 2018	45 th WorldSkills Competition – Kazan (Russia) Travel Dates:

- In addition to the above dates:
 - regular monthly contact is required with the training managers/experts
 - monthly reporting to WSA
 - regular access to International Discussion Forum
- Join Skills Squad Closed Facebook Group and contribute regularly to social media/media requirements as needed by WSA

EXPERIENCE AND QUALIFICATIONS

Essential Requirements

- Sound knowledge of WSA
- Current involvement in WorldSkills Competitions at all levels
- A strong technical/training background
- A detailed understanding of the functions of International Experts
- Ability to converse and negotiate across a broad range of cultures and languages
- Be familiar with WSI Competition Rules and associated documentation
- Strong project management skills
- Ability to work under pressure to meet deadlines during peak times
- Leadership skills
- Conflict resolution skills
- Work in a team with personal and virtual interactions
- Computer skills

Highly Desirable

- Must have participated at WSI competitions in the role of International Expert (experience as Chief or Deputy Chief Expert will be highly considered)
- Ability to speak, read, write in a second language
- Human resource management skills and experience

ADDITIONAL FACTORS

Costs

The role of Team Australia Technical Delegate Assistant is a voluntary role however costs associated with the performance of all duties will be covered by WSA.

This includes the following:

- Travel costs (flights, transfers, fuel, etc.)
- Accommodation costs
- Meals and incidentals

Where possible, all costs need to be approved by WSA prior to them being incurred.