

Position:	Competitor Team Leader Assistant - International
Location:	Open (within Australia)
Reports to:	WorldSkills Australia CEO and WSA Technical Delegate
Commencement:	September 2018

WORLDSKILLS AUSTRALIA

Worldskills Australia (WSA) 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.

WORLDSKILLS AUSTRALIA COMPETITOR TEAM LEADER ASSISTANT - INTERNATIONAL

As part of WorldSkills Australia future/succession planning, WSA is seeking to appoint a Competitor Team Leader Assistant/s for the 2018_19 Skills Squad and 2019 Skillaroos 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 WorldSkills Australia International Team positions, it will be reviewed following the conclusion of the 45th WorldSkills Competition in Kazan in 2019.

Competitor Team Leaders – International accompany the Australian competitors to the WorldSkills Competition. They are the only people who have direct contact with team members, and as such are responsible for their conduct, and for liaison with other members of the Australian support group.

PURPOSE OF POSITION

The purpose of the Competitor Team Leader Assistant role is:

1. To be an integral member of the Team Australia Management Group throughout the phases of the International Competition (training, competition and post-competition)
2. To work with, shadow and be mentored by the current WSA Team Leaders
3. To assist the Team Leaders and Training Managers/Experts in preparing the next 'Skillaroos' team
4. To work closely with the Team Leaders and Competitors
5. To work closely with the Technical Delegate, Experts Team Leader, Experts, Team Leaders and Competitors in a team environment
6. To deputise, where/when required, for the Team Leaders

REPORTING RELATIONSHIP

The WorldSkills Australia Competitor Team Leader Assistant will report to the WSA Chief Executive Officer, WSA Technical Delegate and Team Leaders.

DUTIES AND RESPONSIBILITIES

Pre-Competition

The WorldSkills Australia Competitor Team Leader Assistant will assist and be mentored by the Competitor Team Leaders in the following capacities:

- Monitor the progress of 2018_19 Skills Squad competitors and on selection the 2019 Skillaroos competitors
- Participate in and provide reports to regular TAMG meetings (held monthly via teleconference)
- Communicate regularly (minimum monthly) with Team Australia competitors maintaining an awareness of competitor progress and identifying any areas requiring attention
- Mentor competitors in a professional manner throughout all phases of preparation including the Training Camp and the Global Skills Challenge
- Review and understand WSC2019 Competition Rules and TL Guide and expectations
- Attend Training Camp, Global Skills Challenge, International Competition and other events as required
- Be an integral member of the Team Australia Management Group (TAMG) throughout all phases of the pre-competition cycle
- Be proactive and support competitors in social media/PR and photo requirements
- Be proactive and support competitors in fundraising initiatives

Competition

The WorldSkills Australia Competitor Team Leader Assistant will travel to Kazan Russia for the WSC2019 in Kazan Russia and will assist and be mentored by the Team Leaders (x2) in the following capacities:

- Provide 'on-the-ground' support and encouragement for 2019 Skillaroos competitors
- Be responsible for the conduct of 2019 Skillaroos competitors and for liaison with other members of Team Australia management
- Be responsible for the welfare of the competitors and ensure Code of Conduct policy is adhered to
- Mentor competitors in a professional manner throughout all phases of WSC2019
- Assist and coordinate and conduct regular team meetings
- Communicating matters of concern to the WSA Technical Delegate, the WSA Official Delegate and Expert Team Leader
- Coordinate with WSA Marketing on media/photo requirements

Post-Competition

The WorldSkills Australia Competitor Team Leader Assistant will assist and be mentored by the Competitor Team Leaders (x2) in the following capacities:

- Complete and submit a comprehensive report on individual and team performance within one month of the conclusion of the WSI Competition
- Attend Team Australia de-brief sessions

Safety, Health and Environment (SH&E)

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

WorldSkills International (WSI)

- Build and maintain relationships with Team Leaders (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

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 WorldSkills Australia Competitor Team Leader Assistant will be available to attend and participate in the following events.

Other events/functions may arise from time to time which the WorldSkills Australia Team Leader 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.

INDICATIVE TIME COMMITMENT

DATE(S)	DESCRIPTION
7 – 10 September 2018	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
19 nd – 27 th August 2019	45 th WorldSkills Competition – Kazan (Russia) Travel Dates:

- Join Skills Squad Closed Facebook Group and contribute regularly to social media/media requirements as needed by WSA

EXPERIENCE AND QUALIFICATIONS

Essential Requirements

- A passion for working with young adults and an interest in trades and skills
- Sound knowledge of WorldSkills Australia
- Demonstrated the ability to lead a team
- Demonstrated skills and experience in maximising team performance
- High level of interpersonal and problem-solving skills
- High level written and communication skills
- Demonstrated the ability to be a good Ambassador
- Ability to work under pressure to meet deadlines during peak times
- Leadership and Conflict Resolution skills
- Work in a team with personal and virtual interactions
- Computer skills
- A commitment to implement ethical practices, EEO and OH&S practices

Highly Desirable

- History of involvement in WorldSkills Competitions – national/international competitor, team leader of national teams
- Human resource management skills and experience
- Performance Psychology
- Competition preparation

Additional factors

Costs

The role of WorldSkills Australia Competitor Team Leader 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

For further information, please contact:

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