

**JOB DESCRIPTION**

**JOB TITLE:**

Performance Senior Associate/Associate

**RELATIONSHIPS-**

Reports to: General Manager

Liaise with (internal): STA Management Committee members, STA affiliates and members

Liaise with (external) bodies: SportSG, Singapore National Olympic Council, Government Agencies, Members of the Public, Parents, Tournament Organisers and Sponsors.

**OVERALL JOB PURPOSE**

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.

Build and sustain performance at major games for the (Association) by maintaining performance budgets, ensuring adherence (to) policies and procedures, and ensuring a quality of service through working with STA High Performance Joint Management Committee and Secretariat for major games and competitions.

**DUTIES & RESPONSIBILITIES OF JOB ROLE**

**ASSOCIATE / SENIOR ASSOCIATE**

- Create a performing culture soundly supported by values of optimism, passion, integrity, courage, respect and teamwork
- Develop a Performance Plan and thereafter, execute operating plans, with clearly spelt out performance targets for STA in consultation with relevant Sub-Committees or Joint Management Committee.
- Serve as key performance and technical liaison between STA and Sport Singapore, SNOC
- Manage and be accountable for the STA performance budget and related approvals
- Serve as key performance and technical contact point for STA for both local and international relationships

## **STRATEGIC**

- Increase STA's strategic performance outreach to the community
- Lead on the Annual Planning process for STA's performance and technical matters

## **RELATIONSHIP MANAGEMENT**

- Be the primary day to day contact for STA General manager on performance and technical matters
- Actively manage team managers, sports science personnel, coaches, and athletes with a view to achieve specified performance goals and objectives

## **KEY RESULTS AREA & KEY PERFORMANCE INDICATORS**

Technical and Sport Specific  
see Annex A

### **Technical Compliance**

- Technical Rules and Regulations of the STA.
- Be familiar with athlete support programmes and policies administered by 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.

### **Policy and Financial Management**

- Ensure that 100% of (Sports SG) Grant allocation for related performance matters are fully utilised
- Adhere to STA's Financial Policy and Procedures
- Periodically review policies on and not limited to Athlete Selection, funding for National Squad, STA Technical Regulations and Team Management.

## **QUALIFICATIONS, KNOWLEDGE & EXPERIENCE**

### **Qualifications**

- A Sports Science or Sports Management related degree will be preferred.

### **Experience**

- Have had experience in the area of sports science and 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 player/athlete 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.

### **Skills & Knowledge**

- Understands the basic technical rules and regulations for (tennis) across various disciplines
- Understands the local tennis culture
- Able to plan, understand core training concepts including periodisation, training phases etc., coordinate, and review the sports science, coaching and allocate resources to support talent for competition demands.

### **Personal Qualities**

- Well groomed
- Highly dependable and able to work independently
- Able to deal with uncertainty
- Able to work with tight deadlines
- 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 management

## **Annex A Performance Senior Associate/Associate**

### **Technical & Sport Specific duties**

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