



# DIRECTOR, PARALYMPIC GAMES PERFORMANCE AND PATHWAY

## JOB PURPOSE

The Director, Paralympic Games Performance and Pathway works closely with a staff team to enhance Paralympic Games performances and overall Paralympic pathway development and alignment through services, initiatives and collaborations with CPC Paralympic Summer and Winter Sport Members and key partners. Outcomes of this work are aligned and specific to the CPC Sport Strategy in the context of the CPC overall Strategy, which is focused on becoming a world-leading Paralympic nation by 2022.

The Director oversees the day-to-day operations, the CPC engagement and partnerships strategy with CPC Members (National Sport Organizations on the Paralympic Games Programs) and key performance partners such as Own the Podium, COPSIN, Coaching Association of Canada, etc. to ensure the Paralympic system is supported effectively and throughout each sport specific pathway.

The role oversees the planning for all programs and initiatives related to current and future Games' sport servicing inclusive of Games' preparation and planning initiatives and Games' performance services for both Winter and Summer Paralympic Games and the Parapan American Games.

The role also oversees the provincial/territorial engagement strategies and overall sport pathway development and alignment, Next Gen strategies, and high-performance athlete development (inclusive of athlete ID, transfer and classification.) The Director works closely with the Director, Games Operations and Delivery for each of the Games' cycles and is a part of the Sport Leadership Team. The Director works closely with all CPC departments to ensure strong work team integration and co-ordination.



Type: Full Time

Reports: Executive Director, Sport (“ED, Sport”)

Location: Ottawa

### Primary Responsibilities:

- Lead the implementation of the Paralympic Games Performance and Pathway Services strategy towards 2020 / 2022 and future Games cycles and provide input into the CPC Strategy with focus on the overall sport strategy. The main outcomes of the CPC Sport Strategy relative to the work required by this role are as follows:
  - Support athletes and coaches holistically throughout their sport pathways and beyond.
  - Enhance and support the optimal Games environment for athletes and coaches to achieve optimal success.
  - Enhance and support the conversion of participants into athletes through the development and alignment of Paralympic Pathway programming and initiatives.
  - Support, with partners, the conversion of more medals for Canada at the Games.
  - Provide consistent world-class services, innovation and expertise to our sports to support the achievement of our sport strategy.
  - Strategically, choose areas of leadership domestically and internationally to enhance overall Paralympic Pathway development and Paralympic Games performance services.
- Ensure applicable services and programs are in place to meet the CPC Sport Strategy outcomes and established KPIs.
- Ensure the Paralympic Games Performance and Pathway Services area operates under rigorous and transparent plans within the sport program budget and reporting requirements.
- Ensure all work plans and budgets are properly aligned within the sport department as well as the organization’s overall strategy planning and budgetary system.
- Provide input into government submissions and Board reporting as required by the ED, Sport.
- Collaborate with other CPC departments to maximize collaboration, ensure integration, alignment, and value of the sport department.
- Provide leadership, planning, technical skills, and mentoring support to the Paralympic Games Performance and Pathway area.
- Supervise and manage performance and accountability of the staff within the Paralympic Games Performance and Pathway area.
- Manage relationships with performance partners and key stakeholders in the Paralympic



system established by the ED, Sport and CEO.

- Understand, implement, lead and maintain world Paralympic best practices and processes through ongoing collaboration with the CPC Sport Leadership Team and sport staff through ongoing environmental scanning.
- Lead CPC's engagement with Sport Members to deliver servicing at the highest possible standards.
- Provide reporting on outcomes and issues related to Sport Members and Paralympic Games performances and pathway services.
- Understand and be responsible for ongoing environmental scanning to leverage new opportunities around world-class Paralympic Games performance servicing as well as Paralympic Pathway.
- Participate in key meetings and briefings with Sport Members and performance partners as required.

## Qualifications:

### Education

- Post-secondary education in a sport-related field such as kinesiology/human kinetics, physical education, physical activity, physiology, or other sport science field with a combination of experiences related to the job profile.
- A Master's Degree in a sport-related field or MBA is considered as an asset.

### Knowledge and Skills

- Deep knowledge of the Canadian Sport System is mandatory
- Demonstrated ability in providing high quality services for high-performance sport systems
- Demonstrated experience using evidence and data in a sport context to enhance services and programming for members and stakeholders
- Demonstrated ability to work effectively and collaboratively with both internal and external colleagues (e.g. CPC employees, vendors, sub-contractors).
- Demonstrated and recognized planning, administration and management skills within a National Sport Organization
- Exceptional human resources management skills
- Ability to operate with sensitivity and confidentiality
- Ability to work as part of a team and independently
- Ability to achieve work objectives within a changing and busy environment
- Able to communicate and write in both official languages
- Proficiency with office applications such as email, project planning, word processing, presentation development, etc.

### Experience

- Eight or more years' experience working in the Canadian and/or Paralympic sport system



- Experience in a leadership role within a National Sport Organization of an Olympic or Paralympic sport
- Experience working in the multi-sport Games environment, specifically Olympic or Paralympic Games
- Solid understanding of high-performance sports in Canada and the various players involved
- Strong event planning and logistics experience
- Experience selecting and managing volunteers and staff
- Experience establishing and managing operational plans and budgets
- Experience managing change through the use of innovative ideas and processes
- Experience as a Paralympian is considered an asset

### Personal Characteristics

- Methodical and organized, able to manage different projects at the same time
- Flexibility to work well with a wide range of people from different parts of the business
- Good analytical skills
- Results-oriented
- Strategic
- Systematic and organized
- Cooperative, team player, collaborative and able to inspire others
- Active Listener: understands requirements before leaping to action

### Values

- Exemplifies our organizational values of:
  - Excellence
  - Integrity
  - Focus
  - Team

### Working Conditions

- Work is primarily in an office environment
- Overnight travel and off-site work required (e.g. Games, Events, etc.)
- Will be required to work evenings and weekends, including Games and other special events

CPC is committed to creating a safe, inclusive, diverse and welcoming environment 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, colour, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.

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