



MANAGER, PARALYMPIC PERFORMANCE

JOB PURPOSE

The Manager, Paralympic Performance works with a team to enhance Paralympic Games Performance Services and to support member sports with a suite of services, programs and funding initiatives. Outcomes of this work will align with the CPC Sport Strategy, supporting our vision of a World Leading Paralympic Nation by 2020/2022.

The Manager leads the partnership strategy and day-to-day engagement of CPC Members (National Sport Organizations on the Paralympic Games Programs) as it relates to Games planning and performance. The Manager engages ongoing with partners such as Own The Podium's (OTP) High-Performance Advisors to ensure complete alignment of programming for integrated High-Performance & Games planning and key performance partners such as Sport Canada, the Canadian Olympic Committee, members of COPSI Network and other performance partners.

This role develops, manages and implements tailored programming and initiatives to enhance Paralympic performances of member sports over the various Games cycles. The types of programming offered include but are not limited to Games Site Visits, Familiarization, Pre-Games Training Camp Scouting, Test Events, Pre-Games Team Orientations, and Games Performance Services inclusive of Health and Sport Sciences Services.

The Manager, Paralympic Performance oversees the management of a few sports as the single point of contact. The Manager works closely with the Manager, Paralympic Pathways around athlete identification, transfer initiatives and ongoing Paralympic Pathway initiatives involving Sport Members. The Manager also works closely with the two Sport Directors and other Sport Department Managers to ensure all sport programs are aligned and communicated timely and effectively to our member sports.



Type: Full-time

Reports: Director, Paralympic Performance and Pathways

Location: Ottawa

Primary Responsibilities

- Provides input to the CPC Sport Strategy and implements the assigned program plans towards 2020/2022 and future cycles
- Develops and implements the Paralympic Games Performance and Sport Services operational planning framework for activation with Sport Members
- Assigns and develops a suite of services and programs to deliver the CPC Sport Strategy outcomes and established key performance indicators
- Ensures all Paralympic Games Performance Services and Sport Services programming have rigorous and transparent plans which are within budget and meet reporting requirements
- Ensures that all plans and budgets are harmonized within the Paralympic Performance unit as well as the Organization's overall strategy planning and budgetary system
- Provides ongoing status reports on all program plans and the relationship status with sports and performance partners as required by the Director and Executive Director, Sport
- Implements initiatives with other performance partners on areas of efficiencies around Paralympic Performance Services
- Collects data and provides analysis of Canada's performance leading up to Games and at the Games in collaboration with performance partners on a sport-by-sport basis
- Collaborates with other CPC departments to maximize the value of the Sport Department
- Manages relationships with sport members and key performance partners to deliver optimal planning and world class services during the Games
- Understands, implements and maintains world Paralympic best practices and processes through ongoing collaboration within the department
- Provides reporting on outcomes and issues related to sport members and their environments
- Participates in the Sport Department and CPC planning activities and budget preparation
- Supervises and manages staff, providing leadership and mentoring support
- Effectively communicates with staff and sport senior management
- Participates in OTP Reviews of assigned sports on behalf of the Organization
- Provides and maintains a safe, inclusive and welcoming work environment



Qualifications

Education

- An undergraduate or post-graduate degree or diploma in a sport-related field such as kinesiology/human kinetics, physical education, physical activity, coaching, physiology, or other sport science field with a combination of experiences related to the job profile.

Knowledge and Skills

- Demonstrated ability in providing high quality services for high-performance sport systems.
- Demonstrated ability in providing high quality services for high performance sport in the lead up to a Games and within a Games environment
- Strong knowledge of the Canadian Sport System
- Strong understanding of high-performance sports in Canada and the various players and requirements involved
- Strong understanding of sport members' environments
- Strong technical background in sport
- Strong human resources management and inter-personal skills
- Strong planning, administration and management skills within a national level sport organization
- Strong understanding of customer service
- 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
- Ability to communicate and write in both official languages
- Proficiency with office applications such as email, project planning, word processing, presentation development, etc.
- Demonstrated ability to work effectively and collaboratively with both internal and external stakeholders (e.g. CPC employees, vendors, sub-contractors).

Experience

- Five (5) to seven (7) years relevant experience working in the Canadian and/or Paralympic sport system
- Experience in a mid-management role within a National Sport Organization of an Olympic or Paralympic sport
- Experience working in the Games environment (Olympic and/or Paralympic).
- Demonstrated experience using evidence and data in a sport context to enhance services and programming for members and stakeholders
- Strong event planning and logistics experience
- Experience recruiting and managing volunteers, as well as full-time and contract staff



- Experience establishing and managing operational plans and budgets
- Experience working with volunteer committees
- Experience leading and managing a team of staff within a professional workplace
- Experience managing change through the use of innovative ideas and processes
- Experience as a Paralympian is considered as an asset

Personal Characteristics

- Methodical and organized, able to manage different projects at the same time
- Flexible, 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
 - 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 during busy periods, including Games and other special events

CPC 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, 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.