



POSITION: Biathlon Canada – HIGH-PERFORMANCE DIRECTOR
LOCATION: Canmore, Alberta - National Training Centre

Biathlon Canada — the national governing body for the Olympic winter sport of biathlon — is seeking to fill the position of **HIGH-PERFORMANCE DIRECTOR**. Biathlon Canada, a national sport organization comprised of 12 provincial/territorial divisions, operates the National Biathlon Training Centre in Canmore, Alberta, and is affiliated with the International Biathlon Union.

GENERAL DESCRIPTION

The High-Performance Director (HPD) leads all aspects of Biathlon Canada’s high-performance programs, including direction of the National Team program and associated development programs. The HPD serves as the Director of the National Biathlon Training Centre and represents Biathlon Canada to its HP partners.

STRUCTURE and SCOPE

Reports to: General Manager and Board of Directors of Biathlon Canada

Supervises: National Team Head Coach (Canmore)
National Team Coach(es) (Canmore)
Head Ski Technician – in relation to research and development projects
All other National Team and NextGen contract staff

AREAS OF RESPONSIBILITY

National Team Program

- Coordinate and lead activities of the High-Performance Working Group
- Coordinate, with Head Coach, sport science and medicine integration of the Performance Enhancement Team
- Develop annual and quadrennial National Team programs
- Develop long-term strategic direction for the National Team program
- Prepare criteria for and implement the Athlete Assistance Program

- Perform the role of Team Leader at select competitions and Olympic Games
- Work with National Team Coaches, Head Ski Technician, and Biathlon Canada administrative staff to provide timely and comprehensive travel and logistical support to the National Team program

High-Performance System Development

- Prepare the long term strategic vision for the HP program on a continual 4-8 year basis
- Identify and develop, in collaboration with Athlete and Coach Development Manager, NextGen athletes and coaches
- Oversee and coordinate Biathlon Canada research and development programs
- Develop and manage database system to provide a statistical analysis of HP program

Partnerships and Relationships

- Develop and maintain relationships with stakeholder groups (OTP, COC, CSI, etc.)
- Prepare funding applications and program reports for stakeholder groups
- Liaise with Biathlon Canada Board of Directors and any special committees of the BOD

Personnel Management

- Lead and manage Biathlon Canada's high-performance staff
- In collaboration with Head Coach, coordinate integration of contract staff
- Conduct annual appraisals for all direct reports and HP program staff
- Ensure Quality Assurance Framework for the Performance Enhancement Team

SKILLS AND KNOWLEDGE REQUIRED

- Demonstrated leadership capability in a high-performance sport context
- Strong communicator, effective at building and managing relationships
- Strong decision-making and conflict resolution abilities
- Ability to manage a complex multi-disciplinary program
- Extensive knowledge of, and experience with, high-performance sport and Canadian sport system stakeholders
- Post-secondary education related to high-performance sport
- Ability to plan, develop, and execute a program in a strategic manner
- Ability to identify program gaps, and design a high-performance plan to mitigate
- Ability to capture, analyze, and present a statistical perspective of biathlon
- Proficient in both French and English considered an asset

- Valid Driver's license, in addition to Personal Acquisition License for firearms
- A high level of data analysis skills with the ability to collect and analyze large quantities of performance and sport related data.
- Flexibility to adjust work schedule to the changing demands of the program, particularly during the competitive season

Salary will be commensurate with qualifications and experience. Considerable travel is required for this position. The successful candidate will be required to present a Criminal Record Check including a Vulnerable Sector Check.

Interested candidates are asked to submit a resume with cover letter, in confidence, to Andy Holmwood, Biathlon Canada General Manager: aholmwood@biathloncanada.ca.

CLOSING DATE: May 7th, 2017

Biathlon Canada thanks all applicants for their interest in this position; however, only candidates selected for an interview will be contacted.

To learn more about Biathlon Canada, visit our website: www.biathloncanada.ca