

Nordiq Canada Job Description

Position Title

Development Director (DD)

Reporting Structure

Chief Executive Officer (CEO)

Job Family

Director 2

Summary

Reporting to the CEO and serving on the senior management team, the DD is responsible for developing, leading, and executing the vision and direction of Nordiq Canada's development program from introduction to national ski team, all aligned to Nordiq Canada's long-term strategic plan.

Specifically, the DD will develop the systems, plans and accountabilities necessary to lead development and ensure program alignment along the athlete, coach, official and technician development pathways, ultimately resulting in Olympic and Paralympic podiums.

The DD will build and maintain a culture of excellence. Integration and alignment within Nordiq Canada and with partners and the community are vital.

Duties and Responsibilities

A. Leadership, Development, Planning, Implementation and Evaluation

- Lead development, implementation and evaluation of the annual Development operational plan and multi-year plans
- Ensure integration of Nordiq Canada's commitment to safety in sport and equity, diversity and inclusion in planning and delivery
- Lead the preparation and management of Development budgets
- Work with members of the Nordiq Canada Senior Management Team to ensure programs are aligned to reach common goals and objectives, including contributing to strategic planning and reporting, and to achieve Nordiq Canada's overall vision and mandate
- Lead the Domestic Development Committee and ensure integration with the High Performance Committee
- Recruit, develop, direct, unify and evaluate Development staff, contractors and relevant volunteers, including succession planning
- Manage collaboration, communication, relationships, programs and processes with Nordiq Canada's partners, including Divisions, training centres and high-performance clubs (in collaboration with the HPD), Coaching Association of Canada and other key stakeholders

B. Athlete Development

- Lead the design, implementation, monitoring and evaluation of all facets of the athlete development pathway from pulp to podium, including integration with the Gold Medal Profile and Long-Term Development Model
- As athletes develop along the pathway and in collaboration with Divisions, identify athletes and provide opportunities, where appropriate in collaboration with High Performance (the HPD is accountable to the DD for providing opportunities)
- Collaboratively with the HPD, integrate training centres and high performance clubs in the athlete development pathway (the HPD is accountable to the DD for creating training centre agreements that reflect integration and accountability)
- Provide expert development-related advice during the development of selection criteria and participate in the selection process (the DD is accountable to the HPD for participating on and providing advice to the High Performance Committee)

C. Coach and Technician Development

- Lead the design, implementation, monitoring and evaluation of all facets of the coach development pathway, including integration with the NCCP
- Lead the design, implementation, monitoring and evaluation of all facets of the technician development pathway
- As coaches and technicians develop along the pathway and in collaboration with Divisions, identify them and provide opportunities, where appropriate in collaboration with High Performance (the HPD is accountable to the DD for providing opportunities)

D. Events and Officials Development

- Lead the design, implementation, monitoring and evaluation of all facets of the officials development pathway
- As officials progress along the pathway and in collaboration with Divisions, ensure officials are identified and provided opportunities
- Lead all facets of the domestic events program (e.g., calendar, technical packages, hosting agreements) and, in collaboration with High Performance
- Lead hosting of international competitions in Canada under Sport Canada's ISSE program

E. Other Duties

- Executes other duties related to the nature of the position as determined from time to time by the CEO

Requirements

- University degree in kinesiology, physical education, sport management or equivalent sport science
- NCCP Competition Development Certified
- Demonstrated leadership capability in developing and leading a successful development program, team and culture that, with the high-performance program, results in podium success at World Championships and/or Olympic/Paralympic Games
- Evidence of staying at the “cutting edge” of coaching and athlete development
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of stakeholders, an intelligent communicator able to achieve consensus among varying opinions
- Demonstrated business skills including planning, budgeting and change management
- Ability to effectively communicate in French and English is highly desired

Skills and Competencies

All performance attributes, values and related behaviours listed in Annex A and Annex B of the Nordiq Canada Staff Performance Assessment Policy, and, in particular:

- Good judgment, discretion, tact and the ability to work very well with athletes, coaches, officials, partners, staff and others
- Superior critical thinking skills, including the capacity to identify, appropriately assess and order competing interests and priorities, and to challenge the status quo
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans, and solutions to identified issues and problems

Working Conditions

- Required from time to time to work evenings and weekends
- Required from time to time to work outdoors, including on snow
- Required to travel domestically extensively

Disclaimer

The preceding description is not designed to be a complete list of all duties and responsibilities required of the DD. The DD will be required to perform other duties as assigned. This job description will be updated regularly to reflect changes.

Authorization

Human Resources Authorization Signature

_____	_____	_____
Signature	Name	Date

Position Manager Authorization Signature

_____	_____	_____
Signature	Name	Date

This position is financially supported in part by Sport Canada.