



### **Job Occupation Description**

High Performance Director

### **Entity**

Federação de Triatlo de Portugal.

### **General Duties and Responsibilities:**

- a) Manage and coordinate the logistical and administrative support of the National Teams.
- b) Follow up the projects already in process.
- c) Manage the Portuguese High Performance Centre - CAR Jamor, in articulation with the F.T.P coaches team.
- d) Establish a relationship with the coaches responsible for the Clubs.
- e) Plan and coordinate selection criteria during the beginning of each season, with final approval from the F.T.P board.
- f) Monitor and technically manage the national teams in internships and competitions.
- g) Coordinate the Medical, Psychological and Nutritional support of the High Performance athletes and the National Teams.
- h) Ensure the preparation of the strategical High Performance plan for the 2024 and 2028 Olympics.

### **Requirements**

- a) Recognized coaching qualification as a Level 3 Certificate or higher.
- b) Bachelor's degree in Physical Education or related to Sports Science/Activity.
- c) Similar professional experience in this area or as a coordinator of clubs/performance centres with high public recognition.
- d) Leadership Experience.
- e) Strong communication skills both written and verbal.
- f) Skills as a conflict manager, negotiation and as a project manager.
- g) English- Level B1.

### **Identification of the Workplace**

Head office of the Portuguese Triathlon Federation, in Caxias.

Usually the High Performance Director will have to monitor the National Teams, such in national territory as in foreign countries.

Usually the High Performance Director will have to supervise the clubs, coaches and high performance athletes, taking into account the preparation of athletes.

### **Remuneration**

To be defined between both parts.

### **Admission Requirements**

The job application is available to all national or foreign citizens, who possess the indicated requirements.

An acceptance declaration of the Mission Statement is a legal requirement to be admitted in the application.

It is a legal requirement of admission to declare that the candidate isn't in a situation of incompatibility and/or impairment to exercise the job position.

### **Mission Statement**

- a) To promote, regulate and supervise the sport practice of Triathlon, and similar sports such as Duathlon, Aquathlon and Aquabike in the whole national territory.
- b) To defend and represent sports interests of all associates and licensed athletes, intervening in areas and with the necessary actions, always with the purpose of promoting the practice and expansion of triathlon and/or related modalities.
- c) Represent the interests of sports before the Public Administration and other public or private entities.
- d) Sports representation among the international federations and international organizations.
- e) Elaborate and Organize the respective official competitive tables, for national or regional championships, assigning the corresponding titles.
- f) Elaborate and Organize the respective official competitive tables, for european or world championships, assigning the corresponding titles.
- g) Organize and support the competitive participation of national teams and national representations during international events.
- h) Guarantee sports ethic during competition and during relations between athletes and sports agents.

### **Strategical Orientations**

Guided by the Activity Plan orientation, elaborated by the F.T.P Direction and referring throw the years of exercising the job function.

## **Goals to achieve**

Elaboration of a High Performance Strategical Plan.

Qualification of the mixed relay team for the 2020 Olympic Games.

Ensure the permanent presence of 4 male and female athletes within the world Top 100.

Ensure the integration of 2 male and 2 female athletes in the Olympic Junior Project- COP.

Ensure the application of the High Performance Clubs Support Project.

## **Resources**

All goals to achieve will be pursued with the necessary human and material resources destined to the High Performance Department, defined in the Activities and Budget Plan.

## **Application Deadline and Procedure**

Applications should be submitted until 20th of July.

Please send the job application exclusively by email to: [vasco.rodriques@federacao-triatlo.pt](mailto:vasco.rodriques@federacao-triatlo.pt).

Applications must include the following documents:

- Curriculum Vitae
- Declaration of the candidate accepting the Mission Statement
- Declaration of the candidate that isn't in a situation of incompatibility and/or impairment to exercise the job position.
- All necessary supporting documentation, in particular academic certifications or diplomas.

Any application that doesn't comply the deadline will exclude the candidate.

## **Jury**

The job application jury as the follow constitution:

President: Vasco Rodrigues

Members of the Board: Carlos Lourenço e Rafael Salgueiro.

Expert: Vera Carvalho.

Deliberations are taken by majority and always throw roll call. Abstentions are not allowed.

## **Selection methods**

Selection Methods include the curricular appreciation and at least for the first three chosen an assessment interview.

### **Curricular Evaluation**

The aim is to assess the adequacy of the competences described by the candidate in the curriculum vitae and in the self-assessment survey, regarding the requirements for the job position.

### **Assessment Interview**

The aim is to obtain, through an interpersonal relationship, information about professional behaviours directly related to competences that are taken into account for the exercise of the job position.

### **Composition of the Assessment Interview**

The personal interview consists in a structured and in-depth analysis of the predicted criteria, supported by the self-description of behaviours and experiences occurred during real life situations.

### **Selection Criteria**

The job position profile demands for certain competences as:

a) Organization, planning, technical knowledge, Know-how.

There are also behavioural competences identified as determinant:

a) Personal relationships, critical thinking, dynamism, observation.