



## **West Indies Cricket Board Inc.**

### **JOB STATEMENT**

#### **HEAD COACH – SAGICOR WICB HIGH PERFORMANCE CENTRE**

<b>WICB VISION:</b>	To establish the WICB as an efficient and effective governing body; to provide successful and entertaining West Indies teams; to establish WICB as a commercially viable organisation; to establish cricket as the sport of choice.
<b>MISSION:</b>	To manage, develop and promote cricket to the benefit and enjoyment of the West Indian people.
<b>CORE VALUES:</b>	Integrity; Respect; Teamwork; Diversity; Accountability; Innovation.
<b>DEPARTMENT/UNIT:</b>	Sagicor WICB High Performance Centre
<b>DEPARTMENT/UNIT PURPOSE:</b>	The Sagicor WICB High Performance Centre provides an elite training facility and high performance development programmes for the preparation and the skill enhancement of cricketers who represent territorial and West Indies teams.
<b>REPORTS TO:</b>	WICB Director, Cricket & Chairman of WICB Management Committee
<b>JOB PURPOSE:</b>	Lead the planning and implementation of programmes which facilitate team excellence and accelerated individual skill enhancement, preparation and readiness for selection to the West Indies team. Responsible for ensuring the quality of the delivery of all specialist cricket/game knowledge training and skills coaching through effective management of coaches and other supporting specialists, the efficient deployment of resources & supplies, the control of assigned budgets to contribute to the sustainable growth of the game and talent within the Caribbean region.

**JOB DESCRIPTION – P2 Classification**

*Positions in this category may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.*

CORE ACCOUNTABILITY	CORE DUTIES & RESPONSIBILITIES	Weightings
Strategic & Operational Planning	<ul style="list-style-type: none"> <li>• Design and deliver programs as agreed by the HPC Management Committee to meet the HPC's strategic objectives.</li> <li>• Design and implement remedial and specialist programs at the HPC to address deficiencies of HPC players and international West Indies players.                             <ul style="list-style-type: none"> <li>○ Coaching- accelerate the skills development, preparation and performance of the Centre's players.</li> <li>○ Coaching-re-skill and rehabilitate players sent to the Centre for remediation?</li> <li>○ Assess individual performance and potential, and provide feedback to players and Territorial Boards.</li> <li>○ Liaise with coaching manager and regional coaches regarding HPC attendees and their potential performance standards and 'fit' for future needs.</li> <li>○ Provide expert advice and direction on developing game knowledge, tactics, strategies and player technique- including briefing, problem solving and decision making.</li> </ul> </li> <li>• Facilitate the HPC's procurement of required equipment:                             <ul style="list-style-type: none"> <li>○ Liaise with suppliers for the purpose of ordering new equipment and obtaining competitive quotes for the appropriate level of quality equipment needed.</li> <li>○ Procure all materials, equipment, clothing, balls, gear and other requirements for HPC Teams and Tournaments on a timely basis and in accordance with WICB and ICC policies.</li> </ul> </li> <li>• Make recommendations [what kind of recommendations?] on resource personnel for the Centre's programs. [for what purpose?]</li> <li>• Assist the West Indies Head Coach in preparing West Indies teams for match readiness to compete successfully in international competition.</li> <li>• Facilitate the implementation and assist in the delivery of the HPC fitness training programme and standards required for HPC attendees and West Indies Teams in conjunction with the Trainer and Physiotherapist.</li> <li>• Direct the work of the HPC's Coaching Support staff, allocate work and projects and ensure priority tasks are completed.</li> <li>• Ensure that all courses and modules undertaken at the HPC adhere to internal, regional and international cricketing standards and protocols.</li> </ul>	50%

	<ul style="list-style-type: none"> <li>• Co-ordination and facilitation of integration of WICB’s Academy- High Performance Centre resources into the West Indies Team Operations unit.</li> </ul>	
Budget Management & Financial Performance Targets	<ul style="list-style-type: none"> <li>• Work closely with the HPC Office Manager and WICB CFO to prepare the budgets for all activities and programs.</li> <li>• Monitor on a monthly basis, comparing actual against budget and forecasts, noting major variances, supplying explanations, recommending corrective action and ‘business’ rationales for suggested changes to agreed budget.</li> <li>• Contribute to the development of and implement financial policies and procedures with respect to budgeting and financial performance.</li> <li>• Approve expenditure related to the cricket activities and programs of the HPC.</li> </ul>	15%
HPC Management	<ul style="list-style-type: none"> <li>• Manage the HPC’s established coaching support and contract staff (e.g. physiotherapist, assistant coach, video analyst, trainer, etc). Any resource requirements of a temporary nature must first be approved by the WICB Director, Cricket.</li> <li>• Cricket management of WICB’s contracted players and non-WICB contracted players selected from time to time to attend the HPC for remedial work, preparation camps or training.</li> <li>• When required answer questions from the media on own area of responsibility.</li> <li>• Be a Leader – setting a good example with regard to demonstrating professional conduct and work ethic, adherence to HPC policies &amp; procedures.</li> <li>• Contribute to creating and maintaining a dynamic, high performance culture in which fair and equitable treatment, pursuit of excellence and attendee engagement thrives and optimum performance and wellbeing is supported.</li> <li>• Promote and foster a High Performance culture with values such as; team organization before self; hard work; service to stakeholders; honesty, integrity and achievement. Provide strong direction and leadership to the HPC.</li> <li>• Action and maintain discipline in accordance with WICB policies to encourage all attendees to adhere to the required code of conduct at all times. Ensure all required records and documentation are prepared and issued in a timely manner.</li> <li>• Resolve any issues or conflict in a timely fashion to foster a fair and positive environment within the Centre</li> <li>• Develop HPC protocols and standards in conjunction with the WICB Director, Cricket.</li> </ul>	10%

	<ul style="list-style-type: none"> <li>• Ensure agreed protocols are lived by all HPC members, through internal controls and reinforcement by management.</li> <li>• Carry out performance reviews at the end of each semester on the players in the HPC and the Coaching support staff.</li> </ul>	
<ul style="list-style-type: none"> <li>• Organisational Management</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with Territorial Boards on all matters relating to the professional and personal circumstances of HPC players.</li> <li>• Advise and assist the WICB Director, Cricket in the formulation of long term development plans and programmes for the HPC.</li> <li>• Liaise closely with the WICB Chairman of Selectors on a regular basis regarding the performance and attitude of HPC players on and off the field, and the identification of potential West Indies players.</li> <li>• Guide, provide resources and feedback to HPC coaches and attendees and encourage continual development.</li> <li>• Develop and maintain a high level of cooperation with University of the West Indies personnel and sponsors.</li> <li>• Provide regular performance evaluations of HPC staff in accordance with performance management policies &amp; procedures.</li> <li>• Provide constructive feedback and advice to the WICB regarding its policies and plans and their effective implementation.</li> <li>• Perform such other functions and duties as may be assigned from time to time by the WICB.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• Administrative and Other Duties</li> </ul>	<ul style="list-style-type: none"> <li>• Represent the HPC at official functions as and when required.</li> <li>• Attend press conferences and assist WICB in promoting the Centre's programs.</li> <li>• Forecast HPC resource needs and timing-to meet activities, planned and desired outcomes including use of specialists, equipment and schedule changes.</li> <li>• Develop and maintain records on each attendee and all programs.</li> <li>• Provide expert input to development policy relating to HPC coaching practices and development.</li> <li>• Provide timely written reports on the HPC's activities and progress as required.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• Leadership and Management (people &amp; processes)</li> </ul>	<ul style="list-style-type: none"> <li>• Be a Leader – setting a good example for the team with regard to demonstrating professional conduct and positive attitude on the job, adherence to WICB values and policies &amp; procedures.</li> <li>• Contribute to creating and maintaining a dynamic culture and positive work environment in which fair and equitable treatment, pursuit of excellence and employee engagement thrives on personal and professional development and employee wellbeing is supported.</li> <li>• Manage team's daily performance using clear, fair, honest communication, praise, coaching and</li> </ul>	

	<p>discipline.</p> <ul style="list-style-type: none"> <li>• Ensure that standards, policies and procedures are consistently adhered to by all team members.</li> <li>• Prepare clear, accurate and timely documentation – task sheets, work schedules, inventories, discipline forms, training, records, events diaries, etc.</li> <li>• Develop and document all relevant policies, procedures, standards and codes relevant to the effective operation of the Department. Regularly review and amend all documentation to ensure accuracy and relevance.</li> <li>• Attend meetings and hold daily briefings and monthly departmental meetings. Communicate effectively and regularly with team to ensure that they are properly informed of developments across the department and WICB and are aware of business objectives and that their views are represented.</li> <li>• Establish goals and objectives for all direct reports/areas of responsibility and ensures team members receive regular feedback to support and motivate them to achieve their performance objectives.</li> <li>• Work with Human Resources to plan the staffing of the coaching Unit with the correct talent for the proper execution of the strategy and operations of the coaching Unit.</li> <li>• Guided by the department staffing guide and budget be responsible for the effective deployment of staff (e.g. scheduling of hours, management of overtime &amp; travel etc.) and make appropriate arrangements for operational cover in their absence to ensure daily delivery of service standards and contractual obligations.</li> <li>• Play a key role in the recruiting of new employees and trainees, the delivery of orientation and training &amp; development programmes</li> <li>• Train and coach team in service standards and the proper execution of their role</li> <li>• Work with Human Resources to plan and execute department training and record keeping.</li> <li>• Deliver on the job training to team – focusing on complete understanding and a high level of performance of the tasks within the coaching unit. Complete checklists and records of training &amp; coaching and submit to Human Resources as required.</li> <li>• Lead by example by driving own continuous professional development</li> <li>• Conduct team performance reviews according to WICB’s Performance Management policy and procedure</li> <li>• Celebrate successes and publicly recognise the contributions of individual employees and team – ensures reward and recognition is taking place across department informally and formally using the WICB’s employee recognition programmes</li> </ul>	
--	---	--

	<ul style="list-style-type: none"> <li>• Actions progressive discipline procedures for areas of responsibility ensuring disciplinary procedures and documentation are completed according to WICB policies and procedures and Barbados Labour Laws</li> </ul>	
<ul style="list-style-type: none"> <li>• Work Ethic</li> </ul>	<ul style="list-style-type: none"> <li>• Report for duty punctually ready to work, in appropriate professional wear, ensuring correct personal presentation for business/work.</li> <li>• Consistently demonstrate the WICB values at all times.</li> <li>• Carry out any reasonable requests made by direct manager in a timely manner.</li> <li>• Commit to the achievement of performance objectives and the completion of tasks by accepting reasonable overtime and being flexible with regard to the scheduling of work hours to enable the proper execution of this role.</li> <li>• Be proactive, ask questions to ensure understanding of duties &amp; responsibilities and be accountable for the proper execution of accountabilities and tasks to the required standard.</li> <li>• Attend and complete WICB organised formal training sessions and programmes as and when required.</li> <li>• Participate in informal learning and development opportunities e.g. cross training and work shadowing.</li> <li>• Lead (where appropriate), attend and participate in WICB and departmental briefings, meetings and other internal communication updates</li> </ul>	

RELATIONSHIPS/INTERACTIONS:	
External	Internal
Suppliers ICC and Member Boards WICB sponsors and clients	HPC Management Committee WICB Staff WICB Team Management Unit Territorial Boards Players

Special Feature(s) of the Job	<p>Whilst every effort has been made to explain the main duties and responsibilities of this role, the dynamic and fluid nature of the business of the WICB and the Sports Management Industry may give rise to the need for new and critical duties and /or projects and flexibility with regard to scheduling hours of work. Therefore employees will be expected to comply with any reasonable request from the WICB management team, including ad hoc projects and undertake work of a similar level that is not specified in the Job Statement.</p> <ol style="list-style-type: none"> <li>a) With notice, may be required to work extended hours at specific periods in the Cricket Series/Tournament calendar).</li> <li>b) Frequent regional and international travel is a critical aspect of this role.</li> <li>c) The Head Coach, HPC role is based at the High Performance Centre in Barbados.</li> </ol>
-------------------------------	---

## ROLE / PERSON SPECIFICATION

### Academic/Professional Qualifications

- Minimum of Level III Cricket Coaching Accreditation or international equivalent

### Practical Experience

- Minimum 5 years working experience in a similar Cricketing role.
- OR 10 years experience in Sports Management working with Elite Athletes.
- Evidence of successfully coaching athletes to the standard required for selection on to national and/or regional teams or squads - coaching experience either at the Test, First Class or Academy Level.

### Technical Knowledge/Skills/Competency:

- Fully skilled/competent
  - Strong leadership and management skills
  - Strong verbal and written communication skills
  - Highly competent strategic and operational planner
  - Good knowledge and ability to read financial statements, manage budgets etc.
  - Strong planning, organisation and execution skills
  - Networking & influencing skills
  - Strong analytical and creative problem solving skills
  - Proven ability to work with elite cricketers/athletes
  - Proven ability to work effectively with a wide range of individuals from diverse background
  - Computer literacy (Microsoft Office Suite - Word, Excel, PowerPoint) and Coaching Software e.g. Silicon Coach and Sports Code.

### Technical Knowledge/Skills/Competency cont:

- Comprehensive working knowledge of current cricket coaching techniques and the game played.
- An affinity and detailed knowledge of Cricket – the game and the administrative/logistical function
- Broad understanding of the Sports Management Business.
- Continuously keeps up to date on current Cricketing and Sports Management developments

Level of Supervision & Decision Making Authority

- Managed by results, achievement of objectives.
- Has the full authority to act within the scope of the job role. Authority to decide what to do and how to do it given the organisational resources

Supervisory Responsibility & Authority

- Manage all staff within the department and external third party supplier relationships.
- Authorised to assign and review work.
- Schedule work hours, authorise overtime and vacation.
- Review the performance and carry out performance evaluations of staff in department/unit.
- Authorised to recommend promotions for all staff in department/unit.
- Play a key role in the recruitment of staff for the department/unit.

Budgetary Responsibility

- Responsible for preparing and monitoring budget within the scope of the role.
- Purchasing and Requisition supplies obtaining the authorized signatures.

**NOTE**

*This document reflects the job at the time of writing and will be subject to amendment in the light of changing national and international regulations, operational and/or environmental needs. Any such changes will be discussed with the job holder and the Job Statement amended accordingly.*

*A signed copy of the Job Statement will be held on the employee's personnel file and a copy will also be given to the employee.*

**EMPLOYEE STATEMENT**

*I have read and fully understand and accept all the contents listed in this Job Profile.*

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_