

## EQUESTRIAN AUSTRALIA – JOB DESCRIPTION

**Position: Jumping Chef d'Equipe****Department:** High Performance**Reports To:** Director – High Performance**Background:**

Equestrian Australia is the governing body responsible for the administration of Equestrian Sport in Australia from junior levels through to elite competition, including the Olympic and Paralympic Games. Equestrian Australia's 2032 High Performance Strategy, 2024 Paris Podium Performance Plan, and the 2021 – 2024 Pathways Strategy are the key instruments driving the direction for High Performance. Our values of teamwork, integrity, inclusion and excellence underpin our actions and behaviours.

**Role Purpose:**

The Jumping Chef d'Equipe is responsible for the overall team management for major international competitions.

Chef d'Equipe appointment for Games may be "first choice" for other team competitions requiring a Chef. This is a voluntary position.

**Specific Functions and Responsibilities:**

The Jumping Chef d'Equipe is responsible for communications with the Athletes, National Jumping Selectors, National Jumping Committee, High Performance Director and HP support staff.

Chef's d'Equipe responsibilities include but are not limited to:

- Athletes' Individual Performance Plans
- Advising and Updating National Jumping Selectors in relation to Athletes plans
- Liaise with the National Jumping Vet
- Develop a strong working relationship with the High Performance Jumping Manager
- Attendance at all technical meetings when present at international competitions
- Collation of relevant documentation
- General management and fitness of the horses entered for the event and the observance of the FEI Veterinary Regulations including Anti-Doping policies, by the team Veterinarian and other official team members.
- General management and fitness of the athletes entered for the event and the observance of relevant rules and policies including Anti-Doping.

The Chef d'Equipe reports to the EA High Performance Director and Chef d'Mission.

**Skills**

Chef d'Equipe must demonstrate the following:

- A high level of knowledge and understanding of international competition requirements for Jumping.
- An ability to provide leadership in team situations.
- An ability to handle conflict and manage change.
- An ability to work as part of a team and also to exercise initiative when required.
- A very high level of organisational and administrative skills.

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- High-level communication skills, both written and oral.
- Capacity to deal with the media only if instructed by the High Performance Director.

### **Personal Attributes**

Chefs d'Equipe must demonstrate the following:

- High degree of personal and professional integrity.
- A commitment to follow the principles espoused in the FEI Officials' Code of Conduct.
- Tact and diplomacy balanced with the capacity to make decisions.
- Ability to maintain confidentiality.
- Capacity to engender respect from riders, officials, owners and others involved in the sport.
- Ability to cope with numerous tasks simultaneously and to deal with stressful situations.

### **Allowances and Reimbursements:**

All travel expenses must pre-approved by the High Performance Director.

### **Specific Requirements:**

Chefs d'Equipe must be available to travel, as required, and must be available for the Paris 2024 Olympic Games. This may involve significant time commitment in the lead-up to these events and substantial periods of time away from home.

In addition, Chefs d'Equipe may be involved in squad activities, depending on the discipline, which may also involve periods of time away from home, and substantial travel.

Chefs d'Equipe must be able to be contacted by telephone, e-mail and e-conference at all times, with an ability to respond appropriately to communication from the High Performance Director, High Performance Staff, Selectors, Athletes and other team members.