



## JOB DESCRIPTION

<b>POSITION</b>	Senior Manager, Scouting & Player Development	<b>DEPARTMENT</b>	Hockey Operations
<b>CLASSIFICATION</b>	<b>Senior Manager</b>	<b>PAY RANGE</b>	
<b>REPORTING STRUCTURE</b>			
POSITION REPORTS TO:	Director, Hockey Operations - National Women's Team		
POSITIONS SUPERVISED:	N/A		
<b>STATUS</b>	Permanent		
<b>LOCATION</b>	While we have offices in Calgary, AB, Ottawa, ON and Toronto, ON, candidates from across Canada are invited to apply		

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### POSITION PURPOSE

The purpose of this position is to lead our National Women's Team scouting plans and the development of the next generation of high-performance athletes.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES OF POSITION

- Responsible for the overall scouting plan and vision for the Women's National Teams
- In collaboration with the National Women's Team lead scout, develop scouting plan and monthly travel schedule
- Watch and report on potential candidates for Women's National Teams
- Use network and contacts to help establish potential rising players for Women's National Teams
- Provides direction, guidance and leadership to U18 Development Programs
- Organize scouting network, including managing regional scouts travel approval and budgets
- Create and manage National Teams scouting budgets
- Keep an organized detailed list / depth chart of candidates for the Women's National Teams
- Provides content and expertise to the Gold Medal Pathway
- Maintain Team Canada identity and how Team Canada teams are built through the pathway
- Consistent communication with NEXT GEN athlete pool/club coaches on development plans
- Develop and implement processes with the formal network to obtain information and opinions on players
- Create and update a reporting template on players for coaches and team staff
- Consistently communicate and update program coaches and management on player changes / developments
- Updates job knowledge by participating in conferences and educational opportunities; reading professional publications, maintaining personal networks, participating in professional organizations
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments

### HOCKEY CANADA COMPETENCIES

- Establish awareness how role contributes to the overall organization and seeks to understand other departments
- Earn others' trust and respect through consistent honesty and professionalism in all interactions
- Take personal responsibility for the quality and timeliness of work and professional presence, and achieves results with little oversight
- Promote cooperation and commitment within a team to achieve goals and objectives

- Use a broad range of communication techniques effectively to communicate to varying audiences in a variety of situations
- Adapt to changing needs, conditions and work responsibilities
- Make timely, informed decisions that take into account the best practices, the facts, goals, constraints and risks
- Focus on results and desired outcomes and how best to achieve them - get the job done!
- Follow fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions
- Display an ongoing commitment to learning and self-improvement
- Work as competent member of a team, willingly providing back up support for colleagues when appropriate, as delegated and actively supporting group goals

## PERFORMANCE MEASURES

- Level of passion, drive and ambition as well as standards of quality, commitment and expertise which are consistent with Hockey Canada's culture
- Personal characteristics and nature in the office are a match with Hockey Canada's culture
- Ability to work solitarily or remotely with appropriate independence and right amount of team reliance and collaboration
- International success primarily associated to the performance of our Women's National Teams

## QUALIFICATIONS

- Proven experience and track record in player evaluation and team management
- Strong understanding and connection to the women's game
- Experience and knowledge in player development, on and off the ice
- Sound knowledge of hockey, community sport structure and role of the governing body
- Excellent interpersonal skills; promotes cooperation and commitment within a team to achieve goals and objectives
- Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations
- Exceptional organizational and time management skills; ability to balance conflicting priorities in order to manage workflow, ensure the completion of essential projects and meet deadlines
- High level of integrity; earns others' trust and respect through consistent honesty and professionalism in all interactions
- Demonstrated high level of proficiency in Microsoft Programs, Outlook and ability to quickly adapt to new technology and easily acquire new technical skills
- Ability to work staggered hours, evenings and weekends as necessary
- Bilingualism (English/French) is an asset
- Satisfactory Criminal Record Check including Vulnerable Sector Verification

## WORKING CONDITIONS

- Travel requirements are substantial with travel expected to exceed 50 days per year
- Work Staggered hours, evenings and weekends as necessary

## TRAVEL REQUIREMENTS / EXPECTATIONS

### Summer 2021

- U18/Dev Summer Camp

### Fall 2021

- Centralization/Development Game Series
- U18 Nationals
- Seasonal Scouting Schedule

### Winter 2021

- Seasonal Scouting Schedule
- U18 World Championship

### Spring 2021

- Seasonal Scouting Schedule

## REPORTING STRUCTURE

- Reports to Director, Hockey Operations - National Women's Team
- Collaborates with National Women's Team Head Coaches
- Collaborates with Director of Development NEXT GEN