



Director Paralympic Games Operations and Delivery

JOB POSTING

About the Canadian Paralympic Committee

The Canadian Paralympic Committee's (CPC) vision is through Paralympic sport, an inclusive world and our mission is to deliver the best-prepared teams for games excellence while promoting inclusive communities through the power of Paralympic sport.

By building environments and communities that foster excellence and belonging, we will create a world where each athlete can reach their full potential and contribute to meaningful changes in sport and in society.

The CPC is a non-profit, private organization with 28 member sports organizations dedicated to strengthening the Paralympic Movement.

JOB SUMMARY

The Director, Paralympic Games Operations and Delivery works closely with a team of staff, contractors, and third-party contractors to lead and oversee the overall operational requirements, the logistical planning, and delivery of all Games that the CPC participates in to align with CPC Strategy. The Director, Paralympic Games Operations and Delivery works closely with the Director, Paralympic Performance and Director, System and Services in order to support all logistical requirements and needs of our National Sport Organizations. Similarly, the Director will work closely with the other departments at CPC in order to support their Games Planning and advise as necessary to provide enhanced information and intel on the Games environment.

The Director is responsible for leading the comprehensive multi-year and multi-quadrennial operational planning and budget preparations associated with the execution of each set of Games. This role includes supporting all internal and external groups to ensure the successful implementation of the Games Plan and the preparation of the best-prepared teams for each set of Games. The Director will also provide recommendations on the appropriate capacity for each set of Games.

Type: Full-Time

Salary: \$90,000-\$106,000 based on experience plus benefits

Reports To: Chief Sport Officer

Location: Remote within Canada, with travel to Ottawa and other locations

Main Duties and Responsibilities:

- Enhance and support best-prepared teams for games excellence while promoting inclusive communities through the power of Paralympic sport.



- Foster an optimal Games environment for all inclusive of but not limited to NSO and CPC Team members i.e. athletes, technical leaders, support team members as well as any other partners attending the Games i.e Government partners, performance partners and any groups attending the games that would be under the CPC for support and optimal planning.
- Lead and provide consistent world-class services, Innovation, and expertise to our sports to support the achievement of our CPC strategy.
- Lead and develop an overall operational planning and reporting framework for all Games with organization-wide activation inclusive of all other departments and units within Sport.
- Ensure the Games suite of services and programs are in place to meet the CPC's Strategy outcomes, aligned with budget and established KPIs
- Ensure all plans and budgets are properly harmonized within the Sports Department as well as the Organization's overall strategy, planning and budgetary system.
- Ensure the Games Operations and Delivery team operates with rigorous and transparent budget and reporting requirements
- Ensure the team is proactive at anticipating needs and acts as a leader in facilitating conversation internally and externally around Games, while ensuring sound logistical planning from all departments and external partners.
- Provide ongoing status reports on all Games, including operational and logistical plans as required by Chief of sport, and other CPC departments.
- Collaborate regularly with other Games Franchise Holders to find areas of efficiency around Games operations and delivery when appropriate and aligning with CPC's Games Objectives.
- Work with other CPC departments to maximize collaboration and ensure integration and alignment with the Sport Department.
- Provide leadership, planning, operational skills, and mentoring support to the Games Operations and Delivery team.
- Supervise and manage the performance of the staff within the Games Operations and Delivery area.
- Manage relationships with Host Organizing Committees and key stakeholders in order to deliver optimal logistical and operational plans and world-class services during the Games.
- Lead CPC's engagement with Games partners and providers to deliver servicing at the highest possible standards.
- Understand, implement, lead and maintain world Paralympic best practices and processes through ongoing collaboration with Sport Leadership Team and Sport staff.
- Provide reporting on outcomes and issues related to Games environments and overall impact on CPC and external stakeholders.
- Participate in key meetings and briefings with IPC, NPCs, and other Games Franchise Holders as required.

Qualifications

Education

- University/Master's education, preferably in business, or sport administration
- Other designations. considered an asset (PMP etc.)
- Proven experience in Project Management and a strong record in developing positive and successful relationships.
- Proven experience in developing and maintaining robust processes and delivering impact in fast-paced organizations.



Knowledge and Skills

- Deep knowledge of the Canadian sports system and its various players.
- Demonstrated and recognized planning, administration, and management skills within a national-level sport organization.
- Demonstrated ability to provide high-quality services in a Games environment while under pressure and ensuring sports technical needs and requirements for performance-related services are considered.
- Demonstrated experience in using Information systems, data management systems, and project management tools to enhance and optimize operational planning and delivery of the Games
- Demonstrated experience working with International and external stakeholders such as Host Organizing Committees, other National Paralympic Committees, other Games Franchise Holders, and the International Paralympic Committee
- Demonstrated experience working optimally with professional staff, contractors, and third-party providers.
- Exceptional human resources management skills and mentorship ability.
- Ability to operate with sensitivity and confidentiality
- Ability to work as part of a team and independently
- Ability to achieve work objectives within a changing and busy environment
- Proficiency with Microsoft Office applications such as email, project planning, word processing, presentation development and other project planning tools such as Smartsheet and Asana.
- Able to communicate and write in both official languages is an asset
- Able to communicate in other languages such as Spanish would be an asset.

Experience

- Nine to fourteen years of experience working in the Canadian or Paralympic sport system.
- Experience In a leadership role within a Multi-Sport Organization/Franchise Holder for the Games
- Experience working in a multi-sport Games environment
- Solid understanding of multi-sport Games operations and delivery
- Solid understanding of the Canadian sport system
- Strong event planning and logistics experience in complex environments
- Experience selecting and managing volunteers and full-time and contract staff
- Experience establishing and managing operational plans and budgets
- Experience working in an international context and with other cultures
- Experience managing change using Innovative Ideas and processes
- Experience as a Paralympian is considered as an asset

Personal Characteristics

- Collaborative, team player, and able to inspire others
- Excellent interpersonal skills focused on a customer service approach and international relations skills
- Self-aware and flexible to work well with a wide range of people from different parts of the organization and with various diverse backgrounds.
- Able to manage multiple priorities and staff at the same time
- Critical analysis
- Results-oriented
- Strategic thinking
- Systematic and organized
- Active Listener: understands requirements before leaping to action



Values

- Exemplifies our organizational values of:
 - Collaboration
 - Belonging
 - Accountability
 - Joy
 - Excellence

Working Conditions

- Hybrid Environment- working from home most of the time and as needed in the office.
- The CPC Head Office is located in Ottawa, ON.
- Staff based outside of Ottawa will be expected to travel to Ottawa a few times a year or as the job demands.
- Overnight travel and off-site work required (e.g. Games, Events, etc.)
- Will be required to work evenings and weekends during busy periods, including Games and other special events

Application Process:

If you share our passion for sports and are committed to the CPC values, please submit a cover letter and your resume.

Please apply through BambooHR using the following link:

<https://paralympic.bamboohr.com/careers/102?source=aWQ9Nw%3D%3D>

Deadline to apply: February 9th, 2025

Please note that only those selected for an interview will be contacted.

CPC is committed to creating an inclusive and diverse work environment and is proud to be an equal- opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, record of offences, age, marital status, family status, or disability. We strongly encourage people from underrepresented or marginalized groups to apply.

CPC welcomes and encourages applications from First Nations, Metis, and Inuit peoples, racialized persons, persons with disabilities, women, and/or 2SLGBTQ+. Accommodation is available on request for candidates taking part in all aspects of the selection process.