

## SCIENCE PROJECT COORDINATOR

<b>Document ID</b>	JOB020
<b>Employer</b>	Japan Cycling Federation
<b>Work Type</b>	Full Time
<b>Contract period</b>	May 2018 to March 2021. Possibility of extension after 2021 depending on working performance.
<b>Salary</b>	Upon experience
<b>Location</b>	Shizuoka Prefecture, Japan
<b>Posted</b>	18/MAY/2018
<b>Closes</b>	The position will remain open until the position is either closed (an applicant hired) or cancelled (position closed without a hire)

## JOB DESCRIPTION

### Pre-amble

Japan Cycling Federation (JCF) is the recognized authority by the UCI (Union Cycliste International), JSC (Japan Sports Council) and JOC (Japan Olympic Committee) on all aspects of cycling in Japan. JCF is responsible for the management and development of the sport from the national team at the elite level, including Olympic, Paralympic and Asian Games.

JCF, through its High-Performance Center (HPC), aims to create and sustain an effective system that develops talented Japanese track cyclists to achieve Olympic, Paralympic and World Championship medal performances.

### Short Description

The Science Project Coordinator role offers a unique opportunity for a motivated individual to be involved in the coordination of science projects within a high-performance environment supported by top level experts towards Tokyo 2020 Olympic Games.

The Science Project Coordinator will promote and coordinate sports science programs, adopting an evidence based problem-solving approach for optimizing performance.

### Reports to

HPC Director and Senior Performance Scientist

### Main Responsibilities (include but are not limited to)

- Coordinate sports science projects and research undertaken by the HPC, including those in cooperation with JISS, universities or commercial partners, with the aim of finding the best solutions.
- Work in cooperation with the performance team and other experts from the field ensuring all solutions are aligned with the desired performance outcome.
- Ensure that projects are executed successfully and completed within time frames to meet project objectives.
- Document processes and procedures for achieving quality policies and objectives.

- Facilitate effective communication between interdisciplinary team members.
- Manage internal and external partnerships with positive outcomes and ensure all parties success criteria are understood and delivered.
- Lead, engage and connect internal and external stakeholders and partners, not limited to coaches, athletes, sponsors, partners and University collaborators.
- Manage science inventory and develop maintenance procedures where appropriate.
- In cooperation with the Data Analyst, ensure that research, training and racing data are appropriately stored.
- Coordinate sports science services for identified athletes.
- Supervise and direct Master, PhD students and interns where appropriate.
- Ensure that the last scientific findings and conclusions are included into the coaching courses materials.
- Provide both local and overseas on-field support.
- Keeps abreast of sports science research, medical research and leading-edge technology

**Requirements** (include but are not limited to)

- PhD or Master's Degree in a science discipline or another relevant discipline.
- Proven work experience as a Project Coordinator or similar role.

**Key Competencies and Behaviors** (include but are not limited to)

- Ability to work on multiple projects and to manage project timelines.
- Problem solving capability.
- Good people skills and team player.
- Excellent communication, organization and computer skills.
- English working proficiency.

**General**

- The person taking this role will be required to travel to Competitions and Training Camps agreed upon by the HPC Director or any other superior.
- Comply with all policies set down by JCF and ensure that they are implemented as appropriate.

## APPLICATIONS

Please send full resume to [hr@japanhpc.com](mailto:hr@japanhpc.com), including:

- Current and expected salary.
- Contact telephone number, email and postal addresses
- Current work situation and availability date for starting.

Please quote reference no. **“JOB020”** in the application.

Applicants who are not invited for interview within six months may consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only.