



POSITION DESCRIPTION

March 2017

Position Title:	NZ Secondary School Team Manager
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Work Area:	High Performance	Reports to:	Head of High Performance
Primary Location/s:	Level 1, 128 Parnell Rd, Parnell, Auckland 1052		
Employment Status:	Contract Position		

Primary Purpose of Position	
The NZ Secondary Schools Manager will primarily be responsible for the pastoral care of the athletes whilst in camps and managing logistics and operations within camps and tours.	

KPI's	
<ul style="list-style-type: none"> • Work with NZSS personnel to support the athletes to be successful in a performance environment. • Support the coaches in developing players to become "Silver Ferns who win", particularly in the areas of self-responsibility, accountability and resilience. • Implementation of robust systems whilst on tour and in camps to ensure the health and safety of the athletes and team management. • Regular and timely communication with athletes. 	

Responsibilities & Measures	
Key Accountabilities	Critical Factors
Support the NZSS Head Coach and management team.	<ul style="list-style-type: none"> • Contribute to and support the NZSS programme. • Contribute and support team culture and values. • Ensure nationally identified values and expectations are understood and reinforced consistently in all aspects of the programme.
Team and Squad Operations and Logistics	<ul style="list-style-type: none"> • Manage on the ground operations and logistics for the NZSS tour. • Work with the High Performance Coordinator to confirm team bookings and plans in the build up to tours and camps. • Point of contact for athletes and parents. • Support the High Performance Coordinator with National Development Camp logistics and in particular athlete management.
Internal and external communications	<ul style="list-style-type: none"> • Develop good working relationships with the team management and athletes. • Promote netball through attendance at events, in the media and NNZ sponsors as agreed with the Head of High Performance. • Point of contact for media enquiries whilst on tour. • Work with NNZ Marketing and Event personnel and the Head of High Performance to ensure accurate key messaging to media
Act in a professional manner at all times and maintain confidentiality of	<ul style="list-style-type: none"> • Establish and maintain a professional working relationship and trust with the Head of High Performance, support personnel, team management and players.

player/squad/team information in accordance with Netball New Zealand policy and the Privacy Act.	<ul style="list-style-type: none"> Maintain a high level of confidentiality in accordance with Netball New Zealand policy and the Privacy Act.
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Key Relationships	
Internal	External
NZSS Team Coach NZSS Team Assistant Coach NZSS Team Physiotherapist NZSS players Head of High Performance Silver Ferns Development Squad Coach HP Player Development Manager National Squad Coaching personnel High Performance Sports Co-Ordinator NNZ Events & Marketing staff Emerging Talent Selection Panel	HPSNZ providers Franchise personnel Zone personnel Contracted personnel

Staff Reporting	
Paid	Volunteer
Nil	

Delegation of Authority	
N/A	

Core Competencies, Skills & Qualifications/Experience	
Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> Proven team management experience in representative age group sport at a level of U17 or older. Experience with assisting programme organization of reasonably large sized activities. Technically very competent with Microsoft Office programmes.
Communication & Interpersonal Skills	<ul style="list-style-type: none"> Communicates clearly and appropriately using a variety of channels Maintains and encourages two-way dialogue on issues and results Behaves with professionalism Relates well to athletes with diverse personality and needs Is someone people like working with Is energetic, highly motivated, enthusiastic, courteous, considerate, well presented and adaptable
Empathy & Passion for Sport	<ul style="list-style-type: none"> Makes decisions with the best interests of the athlete and the sport in mind Knowledge of sport in general and Netball in particular
Integrity and Trust	<ul style="list-style-type: none"> Is widely trusted and seen as a direct and open person Can deal with conflict, ambiguity and information in an appropriate and positive manner Acts in a way which is befitting of a position with a national team.

	<ul style="list-style-type: none"> • Willingness to be accountable and measured on performance
Planning	<ul style="list-style-type: none"> • Can set goals, objectives and measures • Lays out work in a well-planned and organized manner
Quality Decision Making	<ul style="list-style-type: none"> • Makes decisions in a timely manner, sometimes under tight deadlines and can clearly articulate position. • Understands what information is required in order to make decisions.