

UNIVERSITY SPORT NEW ZEALAND



**UNIVERSITY
SPORT
NEW ZEALAND**
Nga Hakinakina Whare Wananga O Aotearoa

EXECUTIVE DIRECTOR

OVERVIEW OF USNZ,

JOB SPECIFICATION

AND

DETAILS OF APPLICATION PROCESS



Executive Director – Position Description

A. Organisational Overview

University Sport New Zealand Inc (USNZ) is a complex and dynamic multi-sports organisation that caters to the student market. We have three main focuses within the organisation - event management, sport development and providing international opportunities. We aim to provide students with the opportunity to participate in and/or administer sport at local, national and international levels. Ideally we will be bringing student athletes & administrators through from secondary schools and encouraging them on to play, volunteer and work within the wider sports sector.

We are student-focused and student-owned. Constituent students' associations and sports council representatives elect the majority of the Board bi-annually while other members are co-opted for their skills and expertise. USNZ receives its funding from constituent students' associations, entry fees, commercial sponsors, Gaming Trusts and SPARC.

Our flagship event is the New Zealand University Games. Organised since 1902, the Games attract around 2,500 students across more than 25 sports. We are looking at increasing the range of events on offer outside the Games to include a greater number of stand-alone championships. Currently USNZ also offers the Uni Snow Games, regional Tertiary Challenges and support for NZU Cricket, Rowing, and Triathlon championships amongst others. The annual presentation of the prestigious NZ Universities Blues is a nationally renowned highlight of the calendar.

A wide range of high performance level international tours and competitions are on offer for students – the highlights being the World University Games, the World Winter University Games and World University Championships.

The focus of sport development is to build and support our member Universities – and in turn – their members, namely students. Club Development Officers form the backbone of support for clubs on campus while national Sports Councils bring focus for individual sports. USNZ is working successfully to build linkages within the New Zealand sports sector to help us achieve our goals.

USNZ provides leadership and focus to University sport (the sector). Within USNZ, the organisation is led by the Executive Director (ED) whose job is to provide leadership and day-to-day management for the organisation. The goal of the ED is to drive the organisation

forward by ensuring the success of USNZ events and activities and by fostering effective communication both within and outside the organisation.

The USNZ Office is based in Wellington and staffing currently comprises five full time positions – the ED, National Events Manager, Events Coordinator, Business Development Manager and Office Administrator. There are additional ideas to employ another two full time positions over the next 12-24 months – subject to further planning and sufficient funding being secured.

Please note that in 2007 the members of USNZ agreed to allow (subject to a range of conditions and criteria) other tertiary education institutions to become members of USNZ and to allow their students to participate in our events. Relevant proposals can be found in the General Meetings section, under 'Policy', on the USNZ website.

Please go to our website www.universitysport.org.nz to gain a greater insight into USNZ.

B. The Role of the Executive Director

The Executive Director (ED) is a full-time position and is responsible for the leadership of the organisation and to oversee the day-to-day management of it. He/she will play a significant role in determining and leading the strategic development of USNZ and the university sport sector. The person occupying this role will be responsible for driving the organisation (and sector) forward and growing it, overcoming hurdles and fostering a positive and aspirational culture within the organisation and sector.

The ED needs to be a clear thinker who can demonstrate the ability to work under significant workload pressures at certain times of the year. Combined with excellent communication, these will be the key skills of the successful candidate.

Initially, the ED will concentrate on improving and building on the status quo. When their knowledge of the organisation increases, they will be able to lead the strategic development of USNZ and the university sector and put their own influence on the role.

The most challenging aspect of the role is dealing with the huge variety of stakeholders / groups and their respective levels of knowledge / interest to engage. Another major challenge is the image of student sport either real, imagined or historical. The ED will need patience, perseverance and tenacity to help navigate a successful path through these challenges.

The ED reports to the Board via the President. The ED is responsible for employing and managing all staff. As staff numbers increase it is hoped that the ED will be able to spend more time and energy on higher level strategic and operational issues – particularly fostering the development of the sector and connecting it with the wider sports sector. Currently, this role does involve a significant component of operational work.

This role is complex, challenging and potentially very exciting – being the opportunity to work with a diversity of sports at the centre of a national sporting organisation with a youth focus.

The following Job Specification gives a more precise insight into the key areas of responsibility as well as the relationship with the major USNZ stakeholders.

C. Applications

Applications should be by ***relevant and tailored CV*** and **must** be accompanied by a covering letter outlining the suitability of the applicant for the role and their relevant experience. Please ensure the names and contact details of 3 current referees are included (and whether these referees may be contacted immediately).

Applications must have arrived with USNZ ***no later than 5pm on Monday 30 June 2008.***

Interviews for short-listed candidates will be held in Wellington ***during the weekend of 5/6 July.***

USNZ will cover reasonable costs of attendance for the interview (within NZ) where these have been approved prior to travel. Phone interviews may be held for overseas applicants.

If you wish to have an informal discussion regarding the position please contact USNZ Board member Roger Wood on 021 496 979 or by email – roger.wood@sparc.org.nz.

Applications should preferably be forwarded by email to roger.wood@sparc.org.nz or by post to:

**University Sport New Zealand
Tourism & Travel House
Level 3, 73-89 Boulcott Street
Wellington**

Executive Director – Job Specification

1. Prime Purpose

To provide leadership to USNZ and oversee the day-to-day management of the organisation. The goal of the ED is to drive the organisation forward by ensuring the success of USNZ events and activities particularly through fostering effective communication both within and outside the organisation and sector.

2. Reports to

The Board via the President.

3. Works With

- The Board
- Constituent Students' Associations
- University Rec Centre Managers and/or Directors of Sport
- University Management
- USNZ Sports Councils
- Club Development Officers (“CDOs”)
- The sports sector namely National Sporting Organisations (and their regions) and Regional Sports Trusts
- Event partners namely City, District & Regional Councils
- SPARC
- Sponsors and Funders

4. Key Responsibilities

a) Provide leadership to the organisation by:

- Developing and recommending high-level strategies to the Board
- Proactively engaging in budget planning and setting
- Maintaining ongoing operational and action plans to ensure that the organisation achieves its goals and objectives
- Developing and maintaining relevant organisational policies, obtaining appropriate approvals where necessary
- Maintaining a strong network of relationships with key stakeholders, including member organisations, National Sporting Organisations [NSOs], government agencies, and current and potential sponsors/funders

b) Provide day-to-day management of the organisation by:

- Supervising and supporting the work of USNZ national office staff
- Ensuring that all plans and policies are adhered to, and that targets set are achieved and, where possible, exceeded
- Managing the finances of the organisation and ensuring that all budget parameters are adhered to and reported on regularly
- Regularly informing the Board and key stakeholders of progress against plans and key developments affecting the sector

- c) **Ensure the success of USNZ activities by:**
 - Maintaining high-level overview of the management of all USNZ events
 - Ensuring that adequate event planning processes are in place, and that risks are appropriately managed
 - Proactively identifying areas for improvement in USNZ events and activities and enacting appropriate strategies to do so
 - Continually reviewing the service offering of USNZ and providing energy and drive to new areas of activity

- d) **Foster effective communication within and outside the organisation by:**
 - Keeping members and stakeholders informed of all pertinent developments
 - Ensuring that the Board, as governors, are provided with sufficient information to allow them to effectively perform their roles
 - Managing the profile of USNZ in the media
 - Ensuring that all sources of information regarding USNZ are accurate and up to date (e.g. Website, profiles, etc)

5. Required, Essential and Desired Experience

a) Required

Preferred candidates should have experience in the following areas and will excel or have strong experience in at least three of them:

- ✓ Developing and implementing strategic and operational plans
- ✓ Financial Management and growth
- ✓ Sport Development
- ✓ Event Management
- ✓ High Performance sport
- ✓ Commercial / Sponsorship / Marketing

a) Essential

- ✓ Experience in building partnerships and relationships
- ✓ A knowledge and understanding of the New Zealand sports sector
- ✓ An affinity with the aims and targets of University Sport NZ and a commitment to the development of university sport
- ✓ Excellent written and oral communication skills
- ✓ High quality IT skills
- ✓ Excellent time management and self-motivation
- ✓ An understanding of governance and management relationships

b) Desirable

- ✓ A knowledge and understanding of University sport potentially via the experience of working in the University Sport sector
- ✓ An awareness of the needs of and constraints on University students and their Student Associations
- ✓ An understanding of the differing demands of grass roots and high performance sportspeople

6. Employment Matters

- Salary - \$80,000 per annum
- Full-Time position, 37.5 hours / 5 days per week
- 25 days leave entitlement (including compulsory 3 day Christmas - New Year office closure)
- Based at the USNZ national office in Wellington
- USNZ will contribute to KiwiSaver at the required rate.
- A mobile phone and laptop are provided for work purposes.
- A carpark is available if required.

Key Skills and Competencies

Strong communication and inter-personal skills

- Presents complex ideas and concepts effectively, adjusting communication style to suit the needs of the audience
- Participates effectively in group discussions and activities, taking a leadership or facilitation role where appropriate
- Builds and sustains appropriate positive and productive working relationships
- Deals effectively with public debate or dispute
- Demonstrates credibility with stakeholders
- Consistently presents well in different social settings, such as to public, media and to staff (public face of the organisation)
- Shares ideas/information, resources, and experience with team members

Leadership

- Sees the big picture and how own role contributes to strategic direction
- Identifies risks, opportunities, strengths and weaknesses for the area of work
- Develops, communicates and 'sells' a clear, inspiring and relevant vision and/or direction linked to the overall strategy
- Aligns operational processes to support the strategic direction

People management

- Creates an open and trusting environment where others are confident to raise and discuss issues, problems or ideas
- Involves others as far as possible in relevant decision making processes
- Employs a variety of management styles to get the best from others
- Negotiates and communicates clear expectations, deadlines and standards that are challenging and linked to objectives
- Gives others ownership of tasks/processes/projects and encourages them to assume responsibility / recognises achievement and rewards appropriately
- Generates motivation, enthusiasm and commitment to organisational goals

Pro-activity and self-management

- Takes personal responsibility for making things happen
- Prioritises and actions tasks based on urgency and importance, modifying and reprioritising if the situation changes or if the initial approach doesn't achieve the desired results
- Actively and constructively participates in discussions on own performance, and develops themselves both personally and professionally
- Perseveres in the face of adversity and resistance, with a 'can do' attitude
- Successfully adapts to changing demands and conditions
- Remains calm and is able to continue with the primary task and work effectively when faced with heightened levels of pressure/stress

Sound administrative and financial management

- Prepares accurate and timely information to inform decision making
- Writes in a clear, concise and logical manner
- Ensures that budget and resource constraints are understood and accommodated within planning and operations
- Identifies, allocates and manages time and resources required to achieve outcomes

Integrity and Stakeholder Focus

- Sets and maintains high professional standards and displays ethical / professional behaviour in all situations
- Deals with others in a respectful and fair way
- Follows established organisational policies and procedures
- Displays a positive attitude towards and is receptive to Maori and multicultural issues
- Promotes stakeholder focus in strategic and operational planning and service delivery and continuously looks for better ways to meet or exceed customer expectations

Innovation

- Thinks in terms of opportunities and possibilities
- Looks to make improvements and is willing to challenge "that's the way its always been done" mentality
- Generates new and creative ideas – is not afraid to think 'outside of the box'
- Builds on ideas suggested by others to develop new solutions

Executive Director – Key Performance Indicators

Objective	Performance Indicators
<p>1. Leadership Provide leadership and vision to USNZ operations</p>	<ul style="list-style-type: none"> a) Be an active contributor to the Board, bringing forward proposals and identifying new initiatives that could be implemented by USNZ b) Ensure that USNZ is “moving with the times” and planning is in line with current trends and national developments c) Investigate ways for USNZ to be more innovative and bring proposals to the Board
<p>2. Results Focus Ensure that the organisation is well organised and results-oriented</p>	<ul style="list-style-type: none"> a) Ensure that an Annual Operating Plan is developed that puts the goals of the Strategic Plan into effect b) Ensure that the goals in the Annual Operating Plan are successfully implemented c) Seek Board approval for any variations from the Strategic and/or Annual Plan
<p>3. Policy & Planning Ensure that appropriate policies are put in place for the effective management of the organisation</p>	<ul style="list-style-type: none"> a) Maintain an accurate and up-to-date policy book / website b) Ensure that all actions taken by the National Office are consistent with approved policy directives c) Bring policies to the Board for review or approval as required and appropriate d) Ensure that all USNZ policies enhance good practice and meet legal requirements
<p>4. Financial Management Ensure that USNZ finances are managed in a sound and prudent manner</p>	<ul style="list-style-type: none"> a) Prepare USNZ annual budget in consultation with the Board b) Ensure expenditure and income match budget c) Manage cash flow to ensure all financial commitments can be met in a timely way d) Manage and maintain the assets of USNZ e) Ensure timely preparation for annual audit and that all audit issues are dealt with swiftly f) Ensure sponsorship goals are met, and use of sponsorship money is approved by the Board
<p>5. Staff Management Ensure USNZ staff are managed effectively</p>	<ul style="list-style-type: none"> a) Ensure that productive and positive working environment is created for USNZ staff b) Ensure that USNZ staff are managed effectively to meet the goals of the Annual Operating Plan
<p>6. Reporting A positive day-to-day reporting relationship is established and maintained with the President</p>	<ul style="list-style-type: none"> a) Ensure the President is kept regularly informed of progress and any key developments b) Obtain leave approval as appropriate c) Check public statements with President d) Consult the President on key decisions e) Ensure that directives / requests from the President are dealt with in a timely fashion

<p>7. Reporting</p> <p>Ensure that reporting to the Board is of a high quality and allows for sound governance</p>	<p>a) Provide a written report, of a high standard, to each Board meeting detailing:</p> <ul style="list-style-type: none"> ✗ the current financial position, performance and cash flow ✗ progress on implementing strategic plan, annual plan, KPIs ✗ action taken since last meeting ✗ issues the Board should note and/or take action on. <p>b) Ensure that all reports circulated at least 5 working days prior to meetings</p> <p>c) Ensure that reports to General Meetings are circulated 10 working days prior to meeting</p>
<p>8. Communication</p> <p>Members are kept regularly informed of USNZ activity and progress towards strategic plan goals</p>	<p>a) Ensure a regular update/newsletter is sent out via email</p> <p>b) Provide a comprehensive written report to each General Meeting</p> <p>c) Ensure that the Annual Report is completed along with a statement of service performance (linked to Annual Operating Plan)</p>
<p>9. Communications / PR</p> <p>Ensure that USNZ has a positive public profile</p>	<p>a) Maintain an active relationship with media, in particular student media, on operations e.g. how the Games are progressing.</p> <p>b) Ensure media releases on all major USNZ events are sent to relevant media, including student media, once agreed by President.</p>
<p>10. Relationships</p> <p>Maintain positive and effective relationships with staff, executive, constituents and other stakeholders to help USNZ achieve its strategic goals</p>	<p>a) Professional relationships with key stakeholders maintained (Constituent students associations, SPARC, Board members, staff, CDOs, university management, sponsors, national and international sporting bodies).</p> <p>b) Manage staff and contracted organisations/personnel on a day-to-day basis.</p> <p>c) Maintain all databases.</p> <p>d) Display a high level of professionalism in dealings with others</p>