



NATIONAL EVENTS MANAGER

OVERVIEW

UNIVERSITY SPORT NEW ZEALAND JOB DESCRIPTION & APPLICATION PROCESS

University Sport New Zealand (USNZ) is an Incorporated Society which organises national and regional sports competitions as well as training and development opportunities for students.

We currently have ten member campuses, those being;

- University of Auckland (AUSA)
- Auckland University of Technology (AuSM)
- University of Canterbury (UCSA)
- Lincoln University (LUSA)
- Massey University Albany (ASA)
- Massey University Palmerston North (MUSA)
- Massey University Wellington (MAWSA)
- University of Otago (OUSA)
- Victoria University of Wellington (VUWSA)
- University of Waikato (WSU)

It is primarily from these constituent students' associations that USNZ receives its funding. Other sources of revenue include commercial sponsorships, community trust partnerships and our key partner SPARC.

As an organisation that is student-focused and student-led. It is the constituent students' associations and the USNZ sports council representatives that annually elect the majority of the Board. There are three other positions on the Board for co-opted representatives who are selected for the skills and expertise they have that are relevant to the organisation.

At University Sport New Zealand our goal is to run high quality events for the large number of student-athletes enrolled at our member campuses. We aim to create opportunities and develop an environment for university students to participate in sport and physical recreation at all levels.

As a result USNZ is a complex and dynamic multi-sports organisation; however we primarily focus in on two areas; event management and sport development.

Aside from our flagship Uni Games event USNZ also offers the Uni Snow Games, regional Tertiary Challenges and support for other National University Championship events such as Cricket, Rowing, Triathlon and Sailing.

USNZ are also responsible for the allocation and for hosting the nationally renowned New Zealand Universities Blues awards evening and offers high performance international level competition to New Zealand's best student-athletes through opportunities to attend the World University Games and World University Championship events.

The range and quality of our events programme is what defines the organisation. The calibre of event management is critical to the end product – the quality of sporting competition enjoyed by our student-athletes, team officials and Membership management groups.

University Sport New Zealand is now looking to appoint an appropriately qualified person to lead, organise, manage and deliver University Sport New Zealand's portfolio of events.

Enclosed in this pack is an overview of the position and the desired attributes to be successful in this unique yet very challenging role.

The National Events Manager is a full-time position and is responsible for the organisation and delivery of USNZ's events programme. He/she will also have a significant input into the strategic development of USNZ's future competition structure and the resultant event portfolio.

The establishment of the National Events Manager position in 2005 was a major advance for USNZ, bringing in-house all our event management delivery including that of the Uni Games. It offers the organisation the ability to develop its event management skills and to retain this expertise within the organisation's staff.

The National Events Manager needs to be a clear thinker who can demonstrate the ability to work under significant workload pressures at certain times of the year. High quality time management will be a key skill of the successful candidate.

The co-ordination of all the different aspects of the delivery of the Uni Games is likely to be the most challenging aspect of the role. The Uni Games are the second largest annual multi-sports event in New Zealand (after the Masters Games) and USNZ is committed to enhancing the quality of experience enjoyed by the 1,500 competitors in over 25 sports.

This role is complex, challenging and very exciting – being the opportunity to work with a diversity of sports at the centre of a national sporting organisation with a youth focus. High quality communication skills will be essential to ensure stakeholders are kept regularly informed of developmental issues.

The National Events Manager will report to the Executive Director and will work closely with the National Operations Manager.

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

POSITION PURPOSE

As National Events Manager your responsibilities are three fold.

1. You will work with USNZ Member Campuses and Associate Members to facilitate the participation of their students and teams at University Sport New Zealand events.
2. You will forge strong working relationships with Campus Team Managers and University Sport New Zealand event partners, developing clear avenues of communication and ensuring the successful integration and delivery of the aspects of the event they are responsible for.
3. As National Events Manager you will be charged with delivering a quality sports experience to the USNZ Membership on budget and to a standard agreed with by the University Sport New Zealand Executive Director and event partners.

This will be achieved through the implementation of high quality event management systems and protocols, delivering a comprehensive and accessible sporting competition program and developing initiatives that highlight and link the unique attributes of both our event partners and University Sport New Zealand.

KEY RELATIONSHIPS

As National Events Manager you will be required to work with a diverse range of people and organisations, including but not limited to;

- University Team Managers
- University Campus Development and Clubs personnel
- University Sport New Zealand Event Consortium Partners
- Regional Sporting Organisations
- Student-Athletes
- Regional Councils and Council Representatives
- University Sport New Zealand Commercial and Event Partners

The position of National Events Manager is complex, challenging and extremely exciting.

It provides a rare opportunity for the right candidate to work with a National Sporting Organisation, delivering across a diverse range of sports and to create a lasting and memorable University Sport experience.

RESPONSIBILITIES:

Event Organisation

- Responsible for the delivery and the development of all USNZ domestic events – the programme is determined by the USNZ Board.
- Responsible for all aspects of the delivery of the annual New Zealand Uni Games including the sporting and social programmes, opening and closing ceremonies and accreditation process.
- Responsible for the delivery of the Uni Snow Games event.
- Responsible for the delivery of other stand-alone New Zealand University Championships.
- Responsible for the logistical arrangements of the annual New Zealand University Blues Awards Ceremony including liaison with the agreed venue, appropriate audio-visual facilities and securing speakers as agreed with the Executive Director.
- Delivery of events to include liaison with key stakeholders, facility management, booking competition officials (as relevant) and sports venues, planning social programme and other functions and arrangement of volunteer programme.
- Responsible for the design, implementation and management of all areas of the University Sport New Zealand's events operational plan and project management system, including but not limited to sports competition management, registration and accreditation processes, volunteer management and special events and functions.
- Provide organisational and event legacy by developing systems and strategies that lend to the delivery of a unique, memorable and professionally organised sports events in future years.
- Responsible for developing and overseeing the implementation of all aspects of University Sport New Zealand events operational plan.
- Design and apply a structured risk management process that minimises the events financial risk, risk to brand and general OH&S event risks.

Event Management

- Responsible for the production of event plans and timelines for agreement with the Executive Director.
- Responsible for actioning workload and priorities according to these plans and timelines.
- Report to the University Sport New Zealand, Executive Director on a regular basis against milestones agreed to in the events operational plan.
- Arranging Advisory Group, Committee Meetings or equivalent event planning meetings as appropriate.
- Assisting the Executive Director with the development of a medium to long term development strategy for University Sport New Zealand events.
- Responsible for the promotion of events to University Sport New Zealand membership and media, including maintaining up-to-date relevant pages on the University Sport New Zealand website.
- Work with other University Sport New Zealand staff to ensure campuses are organised and aware of the participation potential in University Sport New Zealand events.
- Work, in conjunction with University Sport New Zealand personnel to attract and support agreed partners and supporters including corporate sponsors.
- Ensure strict adherence to budget parameters and University Sport New Zealand (USNZ) financial processes.
- Ensure all event operations are in accordance with USNZ rules, policies, guidelines and strategic objectives.
- Deliver comprehensive post-event reports including learning's and recommendations for future University Sport New Zealand events.

Event Team Work

- Create and facilitate a positive and productive team / work environment for all members of University Sport New Zealand's events workforce (volunteers and paid).
- Develop and implement a successful strategy to gain the appropriate levels of volunteer support needed to effectively and efficiently manage the event and oversee the development of an appropriate volunteer recruitment and training program.
- In conjunction with the National Operations Manager Implement induction and training programs for all key event personnel (including Campus Team Managers) and ensure all event personnel are appropriately trained in order to effectively meet the requirements of their positions.
- Develop work plans for University Sport New Zealand events workforce staff to ensure that the operational requirements of each division are met.

University Sport New Zealand

- Work closely with the Executive Director and National Operations Manager in all aspects of the delivery of University Sport New Zealand events and activities.
- Facilitate the communication between University Sport New Zealand individual campuses and other key stakeholders.
- Undertake any other duties or tasks as required to ensure the successful planning and delivery of the University Sport New Zealand events portfolio.
- Undertake additional duties as requested by the Executive Director.

ESSENTIAL

1. Proven experience in the delivery of sports events including event project management (preferably multi-sports events)
2. Demonstrated experience managing people including volunteers and building strong working relationships with a diverse group of people.
3. Previous work experience within sport, including university sport, a national sporting organisation or regional sports trust.
4. Previous experience in the management of financial resources including a strict adherence to budgets.
5. Demonstrated high level communication skills, written and oral but also includes a strong computer and IT application background.
6. Ability to perform effectively under pressure and to meet deadlines without sacrificing professional standards.
7. Ability to think in terms of opportunities and possibilities and can generate new and creative ideas – is not afraid to think 'outside of the box'.
8. Approach work with energy, enthusiasm and a whole hearted commitment to doing the best possible job and providing a great customer experience.

DESIRABLE

1. A knowledge and understanding of the New Zealand University sports sector.
2. A recognised tertiary qualification in an area of study relevant to the position.
3. An affinity towards University Sport New Zealand.
4. An awareness of the needs of and constraints on University students and their Student Associations.
5. An understanding of the differing demands of grass roots participation events through to competitive performance events and sports people.

EMPLOYMENT

Full terms and conditions of the Employment Contract will be set out in a comprehensive contract agreement negotiated upon appointment.

Position:	National Events Manager
Based at:	University Sport New Zealand, Level 3 Tourism & Travel House, 73-89 Boulcott Street, Wellington.
Reports to:	Executive Director, University Sport New Zealand.
Position status:	Full time position – 40 hours per week. (Given the nature of the event industry, out of hours office work is a requirement of this position).
Leave:	25 days leave entitlement (including compulsory three day Christmas - New Year office closure)
Travel:	Regular domestic travel
Salary range:	Commensurate with experience and fit within organisation budget.
Kiwisaver:	As per Government requirements, University Sport New Zealand will contribute to the KiwiSaver schemes of staff who have <u>not</u> chosen to opt out.

Applications should include a relevant and tailored CV and must be accompanied by a covering letter outlining the suitability of the applicant for the role and **must** address the essential skills criteria as listed in page 8 of this job pack.

Please also ensure the names and contact details of two (2) current referees are included with your application and whether these referees may be contacted immediately.

Applications must arrive at USNZ by **5pm, Friday 23rd October 2009 (NZDST)**

USNZ will cover reasonable costs of attendance at interview (within New Zealand) where these costs have been approved prior to travel.

If you wish to find out more about the position please contact Louise Burns via email louise.burns@universitysport.org.nz or by phoning 021 917 370

Applications should be forwarded to;

Email: admin@universitysport.org.nz

Subject line: Position Vacant: National Events Manager

or by post to:

University Sport New Zealand

RE: National Events Manager

Level 3, 73-89 Boulcott Street

Wellington

NEW ZEALAND