



JOB DESCRIPTION (March 2017)

Event Delivery Manager – Women’s World League Finals (Fixed Term 7 month contract)

Reports To: Events Manager, Hockey New Zealand

Location: Hockey New Zealand’s Head Office, Auckland (or other location as agreed)

About Hockey New Zealand

Hockey New Zealand is the national sporting organisation charged with the responsibility of leading hockey in New Zealand, developing and delivering a number of national programmes particularly for community sport, high performance, events and tournaments.

Hockey New Zealand has an interest in the Hockey Foundation, a charitable trust settled in 2009 aimed at improving the health of Kiwis through the growth and development of hockey in this country.

Hockey New Zealand has recently confirmed its strategic plan through to 2020 with a vision to be the World’s Best Hockey Nation.

Hockey New Zealand’s purpose is to provide New Zealanders access to high quality hockey experiences. To achieve this, Hockey New Zealand will take a people centred approach to delivery of four core areas:

Objectives

1. Grow the Hockey Community
Hockey offers people of all ages, ethnicities, abilities and gender to participate as players, coaches, umpires and volunteers. To grow participation, we will work with our partners to develop and deliver commercially viable national programmes to capture the needs of the participant.
2. Deliver World Class Events
It is through events that we are truly able to engage with the whole of our sport. We will work with our partners to develop and deliver commercially viable events that provide great event experiences.
3. Win on the World Stage
Ultimately sport is about competing and winning. Any measure of Hockey New Zealand’s success will be led by the performance of the national teams. The Black Sticks winning major international competition will lead the profile of Hockey in New Zealand and drive the broader success of the 2020 strategy.
4. Strengthen the Business
The business of sport involves sound governance, effective strategy, highly capable people and strong commercial partners. We acknowledge the need to effectively manage our sport as a business, to adopt best practice processes and to undertake commercial initiatives that delivers long term value at all levels.

Hockey has 73,000 registered players in New Zealand, and is played in most secondary schools and 20% of primary schools. Additionally 70,000 school children took part in the Small Sticks programme in 2016.

Women's World League Finals

International Hockey Federation (FIH) has awarded Hockey New Zealand the rights to host the biggest women's hockey tournament in the world in November 2017. The Women's World League Finals is the culmination of the World League competition (which includes the 9 qualification tournaments and the finals) and will consist of the world's 8 best teams playing across 10 days to find a champion.

The tournament will be held at the North Harbour Hockey Stadium in Albany.

Core Responsibilities of the Event Delivery Manager's Role

- Implementation of the Project Plan as developed in partnership with the Event Manager.
- Working with qualifying countries around all team logistics including accreditation, accommodation, local transport etc
- Working with FIH around all official's logistics including accreditation, accommodation, international and local transport
- The development and implementation of a spectator experience plan including such things as a "Village Green", game day experience and wider activations
- Supporting the Event Manager and organising committee in the implementation of a volunteer strategy
- Supporting the Event Manager in working with key funders including MBIE and ATEED
- Support the overall delivery of the event where required such as leverage and legacy implementation, brand and marketing implementation, temporary facility implementation and other areas as requested
- Be on-site during the tournament
- Actively participate in the post tournament review

Staff – Direct Reports

- Nil

Key Relationships

- Hockey New Zealand staff in particular;
 - Events Manager
 - General Manager – Community Hockey and Events
 - Competitions Manager
- North Harbour Hockey Association staff
- FIH Event Management staff
- International teams and official's
- Sponsors and Event suppliers

Key Result Areas

The Event Delivery Manager – Women's World League Finals performance will be measured through successful implementation of a world class event. This will be measured by:

- Event running at a financial surplus
- Key stakeholders, in particular FIH and participating countries, providing positive feedback on the event
- Key funders, in particular MBIE and ATEED, providing positive feedback on the event
- Budgeted ticketing goals being exceeded

KEY TASKS – for Hockey New Zealand

Project Plan implementation

- Work with Event Manager to maintain and implement the overall event project plan

Logistics, accreditation and ticketing

- Work with all participating countries on their specific logistics including accreditation, accommodation, local transport
- Work with all participating countries on pre-tournament requirements including practices and practice matches
- Work with FIH official's on their specific logistics including accreditations, accommodation, local and international transport
- Work with the preferred ticket supplier to ensure smooth operation of ticket sales

Spectator Experience Plan

- Work with the Event Manager and Organising Committee in the development of a spectator experience plan
- Implementation of the spectator experience plan to ensure the event is Big, Bold, Packed and Loud
- Ensure a total spectator experience is provided over and above watching of the hockey
- Generate additional revenue opportunities via provision of a "Village Green" and other corporate hosting and sponsorship opportunities

Support General Event Delivery

- Support the Event Manager and Organising Committee in the overall implementation of the event. This will include a wide and varied array of tasks allowing for diversity of opportunity for involvement and ability to grow skills and experience.

Person Specification

Experience / Skills

Required

- Minimum 3 years' experience in a similar role or sport management role
- Experience in project management
- Ability to work collaboratively within an organisation and a wide range of partners and stakeholders
- Experience in managing budgets and business processes
- Experience in planning, managing and prioritising multiple and competing tasks to meet deadlines
- Experience and skilled in developing strong relationships; with key stakeholders both internal and external to the organisation
- Exceptional analytical and problem solving skills

Desired

- Strong leadership and skilled at developing teams
- Ability to positively embrace change and actively seek out new and improved ways to do things
- Ability to identify strategic opportunities and emerging issues

Knowledge / Qualifications

Required

- Excellent Microsoft Office skills
- An understanding of the New Zealand sports sector and how it operates
- An understanding of territorial authority planning and funding processes
- An understanding of volunteerism and what motivates and engages volunteers

Desired

- An awareness of the place of hockey in New Zealand
- An understanding of the wider social and political context in which HNZ operates
- A tertiary level qualification in sport management demonstrating capability in this role