



JOB DESCRIPTION (December 2016)

COMMUNITY HOCKEY MANAGER – ADULTS AND CAPABILITY

Reports To: General Manager Community Hockey and Events

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

About Hockey New Zealand

The New Zealand Hockey Federation Incorporated 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.

The Federation trades as Hockey New Zealand, and 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 just 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.

Hockey New Zealand's Community Hockey Landscape – as at January 2016

Key Dimensions

- Community Hockey budget income circa \$1.36m
- Community Hockey and Events team of 7
- Regional Development team of 19+
- 8 Regions
- 32 Associations

The Hockey New Zealand (HNZ) Community consists of 52,000 winter affiliated members, 21,000 summer participants, 4,500 coaches and 1,400 umpires and officials. Additionally we provide participation programmes to over 75,000 school children. HNZ is committed to developing the three key projects which will continue to add value to our hockey community:

1. Grow and Sustain participation
2. Strengthen delivery structure (including coaches and umpires)
3. Strengthen regional capability

Core Responsibilities of the Community Hockey Manager's Role

The Community Hockey Manager is responsible for the:

- Develop, implement and evaluate participation programmes for adults – summer, back to hockey and hockey 5's
- Lead the Community Hockey Development programme at a Region, Association and Club level
- Lead the Community Hockey facilities programme
- Provide support to the HNZ General Manager – Community Hockey and Events in preparation of all post programme evaluation reports including financial reporting of the programmes and management of stakeholder relationships
- Provide support to the HNZ General Manager – Community Hockey and Events in the preparation, delivery and evaluation of programmes including but not limited to: Adults, Masters, Club Development and Facilities

Staff – Direct Reports

- Nil

Key Relationships

- Hockey New Zealand staff in particular;
 - General Manager – Community Hockey and Events
 - Community Hockey Manager – Young People
 - Competitions Manager
- Hockey Associations and Regions
- Hockey Associations and Regions Regional Development and Community Hockey Teams
- Sport New Zealand

- Regional Sports Trusts
- Supplier partners

Key Result Areas

The Community Hockey Manager – Adults and Capability performance will be measured through the achievement of the following key result areas:

- Successful leadership of a new Adult participation programme
- Successful leadership of a hockey capability programme
- Successful leadership of the national facilities strategy
- Successful delivery of at least 2 regional development forums with the Community Hockey Managers in conjunction with the Community Hockey Manager – Young People
- Successful implementation of the World Masters Games 2017
- Successful leadership of the Target Populations work in partnership with Sport New Zealand

KEY TASKS – for Hockey New Zealand

Strategic Leadership and Management

- Lead the delivery of the community hockey programme throughout New Zealand
- Develop effective relationships with the Associations and regions to support the delivery of hockey throughout New Zealand
- Provide direction on the development of new participation programmes for Adults including Summer, Indoor and Hockey 5's
- Provide direction on the development and implementation of the club development programme
- Provide direction on the development and implementation of the National Facilities Strategy
- Provide effective reporting and analysis including financial reporting in a timely and efficient manner

Adult Development Programme

- Lead the research and development of the new Adult participation programme
- Lead the association in the delivery of a nationally consistent summer programme incorporating Hockey 5's and Renegade Hockey
- Support the effective delivery of the World Masters Game 2017
- Provide timely and accurate information to support any proposals to key stakeholders for the Adult participation programme
- Provide timely and accurate reporting on the Adult Participation programme to all key stakeholders

Hockey Governance and Management Development Programmes

- Lead the hockey capability programme
- Lead the development, review and implementation of the hockey capability programme
- Lead the implementation of a National Injury Prevention Programme
- Lead the implementation of an on-line suite of resources that support clubs and their volunteers
- To research and distribute current trends in club governance and development
- To develop and implement a “Best Practice” programme that encourages clubs and associations to share operational excellence
- To conduct an annual survey to assess public perception of how engaged Hockey New Zealand is in meeting the needs of hockey associations and clubs

National Facilities Strategy

- Lead the review and implementation of the national facility strategy and support associations/regions to develop regional facilities strategies
- Lead a national local territorial authority long term and annual plan submission template and support associations to submit to the 2018 long term plan process and subsequent annual plans
- Lead the development of a best practice implementation manual for the development of new hockey turfs
- Provide written support to all associations on long term and annual plan submissions

Workforce Development including volunteers

- Lead the development and implementation of a national workforce and volunteer strategy
- Lead the implementation of volunteer training modules and seminars
- Lead the development of a national volunteer recruitment and retention programme
- Lead the implementation of the Hockey New Zealand awards
- Form strategic alliances that grow the number of volunteers involved in volunteering within hockey associations and clubs

Person Specification

Experience / Skills

Required

- Minimum 5 years' experience in a similar role or sport management role
- Experience in managing and leading people
- Experience in managing budgets and business processes
- Experience and skilled at working with and providing advice to senior management, CEO's, Boards, Committees
- Exceptional written and verbal communication skills, with the ability to write and present clear and concise reports
- Experience in planning, managing and prioritising multiple and competing tasks and projects to meet deadlines
- Experience and skilled in developing strong relationships; influencing, leading, coaching and motivating staff and key stakeholders
- Exceptional analytical and problem solving skills
- Ability to identify strategic opportunities and emerging issues

Desired

- Experience in project management
- Strong leadership and skilled at developing teams
- Ability to work collaboratively within an organisation and a wide range of partners and stakeholders
- Ability to positively embrace change and actively seek out new and improved ways to do things
- Experience in implementing new electronic tools for online programme development

Knowledge / Qualifications

Required

- A tertiary level qualification in sport management demonstrating capability in this role
- Excellent Microsoft Office skills
- An understanding of the New Zealand sports sector and how it operates
- An understanding 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