

JOB DESCRIPTION (January 2018)



COMPETITIONS MANAGER

Reports To: General Manager, Community Hockey and Events

Location: Hockey New Zealand's Head Office, Auckland

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's vision is to become the World's Best Hockey Nation. Hockey New Zealand needs to provide leadership to all key areas of community hockey to ensure the sport can deliver on its stated vision.

Hockey New Zealand's purpose is to provide quality experiences for all New Zealanders. To achieve this, Hockey New Zealand has four core strategies:

<i>Strategies</i>	<i>Outcomes</i>
1. Grow the hockey community	Grow
2. Win on the World Stage	Win
3. Deliver World Class Events	Experience
4. Strengthen the Business	Strengthen

Hockey has 77,000 players in summer and winter throughout New Zealand.

Achieving our vision requires the implementation of a world class range of domestic and international competitions, tournaments and events.

Hockey New Zealand's events Landscape – as at January 2018

Key Dimensions

- HNZ annual income circa \$8.5 million
- Hockey Events budget income circa \$1.0m
- 23 staff plus volunteers
- Black Sticks Squads – 50 athletes
- National domestic tournaments – 34 per annum, 600 teams
- Home internationals – 15-25 per annum
- Major events – every year with the advent of Hockey Pro League

Events form the cornerstone of activities for hockey in New Zealand both domestically and internationally. Hockey New Zealand is committed to hosting world class events in New Zealand and lifting the whole spectator experience at our events held in New Zealand.

Core Responsibilities of the Competitions Manager's Role

The Competition Manager is responsible for the:

- Effective event management of the National Domestic Tournament Programme from U13 to U21
- Provision of support to the Event Manager for the effective event management of the FORD NHL
- Development of the new events and policy procedures for existing events
- Delivery of the National Masters Hockey Tournament (NMHT)
- Management and delivery of the National Masters Hockey's tours overseas for international competition
- Delivery of the Trans-Tasman Masters events
- Development and management of an Event Facilities and Infrastructure strategy aligned with our National Facilities Strategy.
- Effective planning and management of the Events and Competitions budget and reporting and monitoring on all events and competitions
- Provision of support to the Technical Manager for the umpire and officials appointments process for the U13 and U15 tournaments
- Supporting the wider business in the delivery of key other events such as major international tournaments and annual awards nights

Staff – Direct Reports

- Nil

Key Relationships

- Hockey New Zealand's staff, in particular the General Manager Community Hockey and Events, Technical Manager and Event Manager
- Hockey Associations and Regions
- Funding partners and Sponsors
- Key local and government agencies
- Supplier partners
- The Masters community

Key Performance Indicators

The Competition Manager's performance will be measured through the achievement of the following outcomes:

KEY TASKS – for Hockey New Zealand

National Domestic Tournament Programme

- Effective management and delivery of the HNZ Domestic Calendar
- Co-ordinate the allocation of all Tournaments in line with the Tournament Hosting Policy
- Support to the Event Manager for the effective management and delivery of the FORD NHL

- Timely and efficient provision of the National Domestic Tournament calendar
- Provision of timely and accurate reports on the delivery of the National Domestic Tournaments
- Provide and distribute analysis from the feedback forms to identify any problems or areas of improvement
- Provision of timely and accurate agreements with the host associations
- Accurate management of budget for all tournaments

Ford National Hockey League

- Provide support to the Events Manager for the efficient delivery of the FORD NHL
- Support the Events Manager in providing timely and accurate information to support any proposals to key stakeholders for the FORD NHL
- Support the Events Manager in providing timely and accurate reporting on the FORD NHL to all key stakeholders

Tournament Event and Policy

- Review and maintain all National Tournament policy, rules and regulations involving tournaments to ensure accuracy and transparency
 - Tournament Allocation Policy
 - Tournament Hosting Policy – outlining requirements in terms of facilities and infrastructure by level of events
 - Maintain the National Domestic Tournament Manual – operational procedures for all domestic tournaments
- Support the Technical Manager on the development, enhancement, implementation and evaluation of all tournament rules and regulations

Facilities and Infrastructure for Hockey Tournaments and Events

- Provide support by way of information and analysis to the implementation and evaluation of the National Facilities and Infrastructure strategy
- Maintain Hockey New Zealand information and analysis with regard to current and future needs for Facilities and Infrastructure throughout New Zealand

Planning, Reporting and Financial Management

- Develop Annual plan for Tournament and Events in line with the Hockey Strategy
- Establish the Tournament and Events budget and monitor and report on income and expenditure monthly
- Monthly reporting on National Domestic tournament programme

National Masters Hockey Tournament (NMHT)

- Develop and deliver the National Masters Hockey Tournament
- Establish and manage the budget for Masters hockey including the NMHT and overseas tours
- Deliver the Trans-Tasman masters tournament when NZ hosting

Wider event management

- Support the delivery of organisationally significant events including but not limited to major international test matches and the annual Hockey New Zealand awards dinner.

Person Specification

Experience / Skills

Required

- Team player

- Good communicator
- Experience in managing budgets and business processes
- Exceptional written and verbal communication skills, with the ability to write and present clear and concise proposals and 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
- Experience in the management of sports competitions and draws
- Experience in the delivery of events with a particular focus on participant/spectator experience

Desired

- 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
- An understanding of how the delivery of tournaments and events can add value to the wider development of sport
- An understanding of age and stage appropriate development and how this applies to tournaments

Knowledge / Qualifications

Required

- A tertiary level qualification in business, events or sport management demonstrating capability to perform this role
- Excellent Microsoft Office skills

Desired

- An awareness of the place of hockey in New Zealand
- An understanding of the wider social and political context in which HNZ operates