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**POSITION DESCRIPTION**

Revision Date: January 2020

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| **Position Title:** | **Northland Umpire Development Officer (Part-time)** |

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| **Work Area:** | Community Netball | **Reports to:** | Community Netball Manager |
| **Responsible for:** | Umpire development for Northland |
| **Geographic area:** | Northland  |
| **Employment Status:** | Part-time – 20 hours per week |

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| **Primary Purpose of Position** |
| The Northland Umpire Development Officer plays an important part implementing the NNZ strategy and the Netball Northern Zone Community Netball Plan in order to:

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| * Increase the number and quality of umpires at all levels in the game and increase the engagement of umpires from Northland.
* Lead in the development and support of Umpire Coach Developers in the Northland area.
* Increase the number and quality of umpires at all levels in the game from junior, community to performance level
* Create a culture for umpiring excellence through the provision of high quality umpire development opportunities both formal and informal and increase attendance at these workshops.
* Support netball centres in improving the capacity and capability of grassroots umpiring through their Centre Umpire Development Plans.
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| **Responsibilities & Measures** |
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| **Key Accountabilities** | **Critical Factors** |
| **Leadership**  | * Build and maintain strong relationships with netball centres.
* Lead the development of Umpire Coach Developers within Northland.
* Lead the development of umpires through netball centres, clubs and schools in Northland.
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| **Strategy and Planning** | * Contribute to the Zone Community Netball Plan by advocating for the needs and issues of umpire development.
* Contribute to the Umpire Development Plan as part of the Community Netball Plan.
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| **Umpire Development**  | **Centre Support*** Working with the Zone Umpire Development Group ensure all netball centres have a Centre Umpire Development Plan and assist with the planning and delivery of umpire development modules.
* Liaise with netball centres and all NNZ/Zone umpires and umpire coach/assessors regarding development opportunities from NNZ.
* Communicate umpiring matters to the relevant umpiring groups throughout Northland and ensure all netball centres have information to develop umpiring.

**Coaching and Assessing*** Contribute to the umpire coach / assessor training and promote the training opportunities within Northland.

**Fitness Testing** * Assist in undertaking fitness testing for all Zone and NZ umpires.

**Appointments*** Assist the Umpire Lead with appointments for National Events
* Ensure Northland Umpires are prepared for national tournaments.

**Database*** Maintain a database including personal information, of all Northern Zone umpire coach/assessors and keep a record of their training requirements.
* Maintain a database including personal information, assessments and qualifications of all NZ and Zone award umpires.

**Monitoring and Reporting*** Continuously monitor and proactively plan to ensure there are sufficient quality and quantity of umpires to meet the changing needs of Netball.
* Provide feedback to the Zone on umpire development programmes, tracking these are sufficient to meet the changing needs of netball.
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| **Professional Development** | * Actively participate in the National Umpire Coach Development Forums.
* Contribute to Zone professional development for Umpire Coach Developers.
* Actively participate in professional development programmes provided by NNZ, Sport NZ, RST’s or equivalent.
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| **Relationships**  | * Work collaboratively with Netball Centres, Junior/Coach/Umpire Coordinators and Umpire Coach Developers to share mutually beneficial practices and learnings.
* Build and maintain a network of strong relationships with key stakeholders and coach development personnel at Regional Sports Trusts (RSTs).
* Work with other development personnel in the Zone to ensure alignment across community delivery.
* Contribute to relevant marketing and media content surrounding Umpiring.
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| **The Netball System**  | * Develop, in conjunction with the Umpire Lead, an annual plan for North Centres
* Monitor and report regularly against plan and operate within budget.
* Work collaboratively with other Netball Centre development staff and the Community Netball team to ensure the sharing of mutually beneficial practices, learnings and general information.
* Support the planning and delivery of Zone events as requested by the Community Netball Manager.
* Undertake any other tasks as requested by the Community Netball Manager to support the delivery of quality netball experiences and meeting the Zone Community Netball Plan.
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| **Communication** | * Achieve a high and positive profile for Netball Northern Zone with all activities.
* Develop and maintain effective communication channels with the netball community.
* Share effective practice internally and externally.
* Contribute to the Zone Newsletter by producing ‘Good News Stories’ which promote and demonstrate key successes to be shared with stakeholders.
* Ensure digital media relating to umpire is current and regularly updated.
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| **Key Relationships** |
| **External** | **Internal** |
| * NNZ National Technical Officials Manager
* NNZ Community team
* Netball Centre staff and umpires
* RST Community Sport Team
 | * Zone CEO
* Community Netball Manager
* Umpire Lead
* Community Team personnel
* Other Zone staff
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| **Delegation of Authority** |
| As per the Zone’s Delegated Authority |  |

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| **Core Competencies, Skills & Qualifications/Experience** |
| **Competency** | **Descriptors** |
| **Specialist Knowledge and experience** | * Broad sport sector knowledge with a minimum of 2 years experience and knowledge in umpire development
* Training development/teaching and umpiring experience
* Strong understanding of Community Netball and hands on experience
* Strong relationship management skills and ability to work with a diverse range of stakeholders
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| **Leadership and strategic ability** | * Strong stakeholder management with interpersonal and intrapersonal skills that generate mutual respect and trust
* Confident, decisive and objective with experience of making sound decisions especially under pressure
* Strong sense of accountability and desire to deliver against goals
* Comfortable giving and receiving constructive feedback
* Skilled at determining important issues, prioritising and multi-tasking
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| **Business and Personal Acumen** | * Willingness to be accountable and measured on performance
* Accepts legal and fiduciary responsibilities
* Networks effectively in the netball world and in the wider sports sector
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| **Communication and Personal skills** | * Conveys credibility, ability to influence and ensuring ‘buy in’ from a diverse range of stakeholders
* Exceptional oral communication: clear, concise, effective and persuasive
* Communicates consistently, openly and honestly in any situation
* Quickly establishes and maintains rapport and effective relationships at all levels, with both internal and external stakeholders
* Is dedicated, highly motivated, enthusiastic and considerate at all times
* Collaborates well, voluntarily sharing appropriate information across all levels and thrives in a team environment
* Maintains professionalism, empathy and understanding at all times
* Highly adaptable and flexible, coping well with change and deadlines
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| **Passion for Sport** | * Makes decisions with the best interest of sport in mind
* Has a good knowledge of sport in general and netball in particular
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| **Other** |
| * Travel and weekend work is expected and managed with the part-time nature of the role.
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