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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:   |  | | --- | | * 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. | |

| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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 |
| **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 |
| **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 |
| **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 |
| **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. |