

## Position Description

- Title:** Chief Executive Officer
- Organisation:** North Harbour Hockey Association Incorporated
- Location:** National Hockey Centre, Albany, Auckland
- Reports to:** North Harbour Hockey Association Board
- Staff:** 12 office staff, plus 80 coordinators, bar staff and coaches

### PURPOSE OF THE ROLE

To provide leadership to the North Harbour Hockey Association (NHHA) and achievement of the organisation's strategic goals and priorities.

To ensure that the future of hockey is enhanced from a strategic and sustainability (social, financial and environmental) perspective and that NHHA and the wider hockey community are well-led.

### WHAT SUCCESS LOOKS LIKE FOR THE ROLE

Based on NHHA's 2018-2022 strategic plan:

- **Strong financial position** - have a clear knowledge of NHHA's financial position, run programs that the NHHA community want, achieve financial reserves to fund future needs, maximise/leverage all potential revenue streams, drive membership affordability and deliver profitable events
- **Delivering our game** - create a high demand for NHHA programs, increase the number of quality players, coaches, umpires and officials, obtain a high level of satisfaction from players/ participants in NHHA representative teams and programs, NHHA teams win regularly, grow schools and club competitions, establish new programs in targeted areas
- **Quality places to play** - maintain facilities to a standard the community are proud of, ensure that Council/funders understand and invest in our community needs, grow targeted areas of NHHA, deliver the facilities plan in time with demand
- **Internal capability** - attract, value and retain engaged and motivated staff, provide clear direction and accountability for work and programs, develop a diverse and inclusive place to work, implement targeted professional development for all staff
- **Engaged community** - develop and implement communication strategies, involve the community in all aspects of NHHA delivery, obtain a high level of satisfaction from attendances at NHHA's programs, deliver strong healthy school and club competitions and divisions, people are keen to volunteer.

## KEY RESPONSIBILITIES

- Develop the strategic plan in consultation with the NHHA Board and implement the agreed strategic priorities and initiatives
- Lead, manage and engage NHHA and its staff in a way that enables NNHA to achieve its strategic and operational goals within social, financial and environmental sustainability targets
- Enhance existing revenue streams and develop new sources of revenue for the organisation
- Oversee the implementation of NHHA's sustainability plan
- Oversee the management and operations of NNHA facilities
- Prepare and action the annual business plan and budget. Regularly monitor and report to the Board on progress against both
- Ensure the prudent financial management of NHHA as well as legal and statutory compliance in all affairs undertaken by NHHA
- Develop and review policies and procedures as required, and ensure compliance with NHHA Constitution, Standing Orders, Board Policies and By-laws and New Zealand legislative requirements
- Provide leadership to, and work with, NHHA's diverse stakeholder groups to ensure an understanding of, and commitment to, a common vision and direction
- Maintain and develop effective functional relationships with the key stakeholders (as listed below).
- Be accountable for the growth and development of hockey from grassroots to elite
- Develop effective and positive public profile perceptions of NHHA through staff, Board, media, sponsors, volunteers, and other stakeholders. Be an effective advocate for hockey.

## KEY RELATIONSHIPS

### Internal

NHHA Chair(s) and Board  
 Harbour Hockey Charitable Trust  
 NHHA staff  
 Divisions  
 Volunteers

### External

Hockey New Zealand  
 Regional Sports Trusts and National Sporting Organisations  
 Auckland Council  
 Sport New Zealand  
 Other hockey associations  
 Banks and other funders  
 Existing and potential sponsors  
 Auditors & tax advisors

## CORE CAPABILITIES

### Strategic leadership

- Looks beyond the strategic and operational issues to identify and scope external and internal issues and opportunities that are likely to significantly impact on NHHA's plans in the short-to-medium term.

### Business acumen

- Analyses information and forecasts/trends in order to identify potential issues or capitalise effectively on opportunities
- Understands and manages financial and operational implications of revenue versus expenditure and accounts for these while consistently achieving agreed objectives
- Demonstrates ability to lead a successful commercial business, particularly in terms of hands-on revenue generation.

### Organisational leadership

- Provides a clear sense of direction
- Demonstrates an ability to identify opportunities that enhance organisational strategies and direction
- Acts as a leader in the implementation of NHHA's social sustainability objectives of inclusion, equity and diversity
- Acts as a leader by clarifying stakeholder group interests/goals, motivating stakeholder groups to perform, and providing suitable recognition of strong performance.

### Financial management

- Ensures that the organisation's financial resources are used efficiently and sustainably and to maximum benefit in accordance with NNHA's strategic direction.

### Relationship management

- Is comfortable with and understands the value of building strong relationships throughout the Hockey community, including divisions, clubs, schools, players, officials, volunteers, supporters, high performance, and key strategic relationships with funders and sponsors.

### Communication skills

- Demonstrates the ability to express thoughts and ideas clearly and effectively to a range of audiences in a variety of contexts.

### Decision-making

- Undertakes an analytical approach to evaluate decisions/proposals; consistently uses sound reasoning as the basis for action and utilises influence to motivate others to accept/implement decisions.
- Able to make tough decisions and take responsibility for the outcomes.

## PROFESSIONAL CAPABILITIES & PERSONAL ATTRIBUTES

### Professional capabilities

Expertise and experience in the following:

- Developing, articulating and delivering a strategic plan for the organisation and sport
- Ability to identify and act on strategic opportunities and emerging issues
- Revenue generation/business development (proven record as a hands-on hunter/fundraiser/revenue generator)
- Organisational ability to lead a commercial business in a sustainable manner
- Budgeting and resource management in an environment where funding is tight
- Leading and managing staff and volunteer networks
- Results-driven and accountable
- Ability to organise and manage multiple tasks and projects to meet deadlines
- Not-for-profit/sporting sector organisations
- Proven ability to lead an organisation comprising a diverse group of stakeholders
- Strong networking and relationship-building ability
- Effective and articulate communication skills (written and verbal)
- Proven change management skills

### Personal attributes

- Honest, high standards of integrity and personal commitment to excellence
- Approachable, gets on well with most people
- Trusted by key funding stakeholders and local associations
- Resilient
- Passion for sport generally

## QUALIFICATIONS

Preferred: Relevant commercial or other tertiary level qualification