



Competitions and Events Manager - POSITION DESCRIPTION

Position	<i>Competitions and Events Manager, North Harbour Rugby Union (“NHRU”)</i>
Reports to (title)	<i>Head of Operations, NHRU</i>
Direct reports	As per NHRU organisational chart
Functional relationships with	Union staff; Council of Clubs (and various committees); NPC and FPC management; Council (including RFA); clubs; schools; other stakeholders.
Salary and other Benefits	
MAIN PURPOSE OF POSITION	
<p>The <i>Competitions and Events Manager</i> is accountable for all NHRU various community competitions, tournaments and critical relationships that support the running of these competitions.</p> <p>Responsible for the planning and delivery of all hosted national premier competition events (or a similar nature).</p> <p>HarbOUR organisational purpose (Improving the lives of HarbOUR People through Rugby), mission (Creating better experiences for HarbOUR people) to achieve our vision of being the most community-focused Provincial Union in New Zealand.</p>	
RESPONSIBILITIES	
Lives the HarbOUR Way	<p>Be A TEAM “Be proud of who we represent and put the team first”</p> <p>Be CONNECTED “Connect together and with our Community”</p> <p>Be ABOUT PEOPLE “Value our people and help others reach their goal”</p> <p>Be THE EXAMPLE “Lead with Integrity and do what we say we are going to do”</p>
Personal Standards	<ul style="list-style-type: none"> • Customer and relationship focus; • Deliver what s/he promises; delivers on targets and within agreed timeframes; • Drives a culture of continuous improvement, sets high standards for self and others; • Ethical; trustworthy; respected; high levels of personal integrity.
Operational Management	<ul style="list-style-type: none"> • Oversee the operational requirements regarding community rugby competitions and draws for all grades

	<ul style="list-style-type: none"> • Work with schools, clubs and a range of external stakeholders to ensure the efficient management of all community competitions and tournaments. • Lead in the following areas (but not limited to): <ul style="list-style-type: none"> - Rugby registrations and transfers - NZR database requirements - Representative teams and fixtures (transport arrangements and gear allocation) - Primary and Secondary School tournaments - RugbySmart Blue Card Programme and other NZR registration requirements
Relationship and Stakeholder Management	<ul style="list-style-type: none"> • Liaise with NHRU's key stakeholder groups in relation to community matters as required, including, but not limited to, COC, JRC, SSC, Club Committees (and Chairs), etc. • Participate in various forums to ensure the efficient running of all Community competitions.
Event Management	<ul style="list-style-type: none"> • Lead the planning, preparation, and delivery of North Harbour Rugby events – including Match Management of NPC/FPC games, and any other premier events. • Work in partnership with the Head of Operations and Partnership Team to ensure all community and commercial expectations are met. • Oversee and manage the Events budget (which includes the various temporary staff and contractors)
Organisation and Administration	<ul style="list-style-type: none"> • Preparation of planning and reporting documentation as required. • Excellent standards of written and verbal communication. • High level of detail and understanding of the needs of the community. • Data collection, analysing and presentation to management, as required.
Key Challenges	
<ul style="list-style-type: none"> • Managing multiple stakeholders with various needs 	
Requirements	
<ul style="list-style-type: none"> • Experience in operational management, events and facilities management. 	