

Athletics New Zealand High Performance (ANZ-HP) Black Singlet Convenor

ABOUT ATHLETICS NEW ZEALAND AND THE HIGH PERFORMANCE PROGRAMME

Athletics New Zealand (Athletics NZ) is the New Zealand national member of World Athletics (WA). As such it is responsible for the delivery of WA disciplines and programmes within New Zealand including Track and Field, Cross Country, Road Running and Race Walking and Para opportunities.

Our major role is to liaise with our member associations (clubs and centres) to facilitate access for all New Zealanders to the sport of Athletics through:

- a variety of competition pathways, and
- improving the quality of this experience by developing the expertise of the coaches, officials, administrators and volunteers supporting Athletics in NZ.

ANZ-HP is the High Performance arm of Athletics NZ and runs an integrated performance programme for track and field athletes. Its major funding partner is High Performance Sport New Zealand (HPSNZ).

The primary purpose of the ANZ-HP programme is to assist talented New Zealand athletes to attempt to progress from “potential performers” to Top 16 at WA World Championships and Top 6 at World Para Championships, with particular emphasis on success at the Olympic Games and Paralympic Games.

The ANZ-HP Programme:

- Facilitates the delivery programme athletes’ campaigns (i.e. direct athlete support programme) in partnership with HPSNZ;
- Provides support, leadership, development and management to programme athletes, their coaches and support network;
- Organises teams to compete at major international Championships, with particular emphasis on the:
 - WA Under 20 Track & Field World Championships
 - WA Track & Field World Championships
 - World Para-Athletics (WPA) Track & Field World Championships
 - Commonwealth Games
 - Paralympic Games
 - Olympic Games
- Facilitates an ANZ-HP Athlete Development (ANZ-HPAD) programme; and
- Organises tours for targeted athletes to assist them to prepare for Major Championships.

Athletics NZ has determined that athletes may be selected for three categories of teams/competitions:

- Black Singlet: Olympic Games, Paralympic Games, WA Track and Field Championships, World Para Athletics Championships, WA Indoor Track and Field Championships, Commonwealth Games and WA Under 20 Track and Field Championships.
- Silver Singlet: Other WA endorsed world championships (e.g. WA Cross Country World Championships).
- White Singlet: International competitions that are not WA endorsed world championships (e.g. Oceania Championships).

For more information visit: <http://www.athletics.org.nz/High-Performance>

The ANZ-HP administrative staff are based in the Athletics national office on the AUT Millennium campus in Auckland. In addition, three coaches are employed within the Auckland region and a further seven coaches are employed around the country.

Our inclusive programme currently supports approximately 30 senior able-bodied and Para athletes and 45 pathway athletes. A majority of these athletes are based in New Zealand. However, a few overseas athletes are also supported by the programme.

JOB DESCRIPTION

POSITION TITLE:	Athletics NZ High Performance (ANZ-HP) Black Singlet Convenor
LOCATION:	Preferably Auckland (other locations may be considered)
RESPONSIBLE TO:	ANZ-HP Director (Philosophy, approach and alignment) ANZ-HP Athlete Support Manager (Day-to-day management/logistics)
KEY RELATIONSHIPS:	ANZ-HP Director, ANZ-HP Athlete Support Manager, ANZ-HP Teams Staff, athletes and their coaches/supporters.

LOGISTICS:

- The position will require “blocks of work” leading into key nomination/selection announcements predominately between February and August.
- The role requires occasional weekend work, particularly in relation to compulsory selection trials.
- An annual honorarium payment of \$18,000 has been allocated to the position.

POSITION CONTEXT:

The ANZ-HP Black Singlet Convenor is responsible for the implementation of all Athletics NZ Black Singlet team selection policies/nomination criteria and processes.

KEY DUTIES/RESPONSIBILITIES

In consultation with the ANZ-HP Director:

- Liaise with the ANZ-HP Support Manager regarding the development of selection policies and nomination criteria (particularly regarding performance standards) for Athletics NZ Black Singlet teams including:
 - WA Under 20 Track & Field World Championships
 - WA Track & Field World Championships
 - WA Indoor Track & Field World Championships
 - World Para-Athletics (WPA) Track & Field World Championships
 - Commonwealth Games
 - Paralympic Games
 - Olympic Games

Note: Olympic Games and Commonwealth Games teams are selected by the New Zealand Olympic Committee (NZOC). Paralympic Games teams are selected by Paralympics New Zealand (PNZ). Athletics NZ nominates athletes for these teams for consideration for selection by the NZOCs and PNZs respective Selection Panels and in accord with their respective selection policies.

- Ensure that the Athletics NZ team selection philosophies for Black Singlet teams (i.e. generally capable of Top 16 for able-bodied teams and capable of Top 6 for Para-athlete teams/events) are:
 - Adhered to in finalising Black Singlet team selection/nomination policies/criteria; and
 - Complied with during the selection/nomination discussions and decision-making processes.

- If required, meet with the NZOC Chief Operations Officer and/or the NZOC Selection Convenor regarding selection philosophies for Olympic and Commonwealth Games.
- If required, meet with the PNZ CEO and/or the PNZ Selection Convenor regarding selection philosophies for Paralympic and Commonwealth Games.
- Ensure that robust and effective procedures are in place to provide for efficient, compliant, and transparent black singlet team selection processes.
- Be available to connect with the Athletics NZ Athletes' Commission.
- Convene selection panels and/or discussion opportunities to lead the implementation of Athletics NZ Black Singlet selection policies/nomination criteria.
- Fulfil the role of a selector on all Black Singlet team selection panels.
- Ensure nomination/selection meeting notes are captured and that nomination/selection documentation required by Athletics NZ, NZOC and/or PNZ are completed in accord with the allocated timeframes.
- Liaise with the ANZ-HP Athlete Support Manager to establish effective lines of communication with targeted athletes, their personal coaches and their support networks in relation to selection processes and/or decisions. Ensure a clear record is maintained of any such communications with our targeted athletes and their coaches.
- Attend the annual Athletics NZ Calendar Meeting (i.e. usually one-off two-hour meeting in May each year) to determine which international competitions are being targeted for the involvement of NZ athletes for the next 12-18 months and to determine the respective selection/nomination criteria/policy requirements for the respective competitions.
- Attend the National Track and Field Championships each year and other relevant competitions deemed necessary for selection or nomination purposes.
- Develop functional relationships with targeted athletes and coaches and maintain an approachable presence amongst the NZ athletics community.
- Subject to the approval of the ANZ-HP Director and/or the CE, be available to respond to media requirements.

COMPETENCIES/EXPERIENCE

Personal attributes

- Experience in athletics team selection, coaching, competing and/or administration at a high performance level
- Familiarity with legal and/or policy documentation
- Ability to work under pressure and meet tight deadlines
- Demonstrated ability to maintain confidentiality
- Ability to manage and prioritise multiple teams/policies/criteria at one time
- The ability to demonstrate strong leadership
- The ability to facilitate robust and collaborative discussion and decision making
- Good knowledge retention i.e., the ability to refer to historical precedents
- Detail oriented, with well-developed time management skills

Organisation and Job Fit

- High standard of verbal and written communication
- Organisational awareness and presentation
- Professional proficiency
- **Character traits of integrity and impartiality**

Applicants must send a cover letter and C.V through to hpijobs@athletics.org.nz no later than 5pm on the 4th of October 2021.

For further information regarding this role, please contact hpijobs@athletics.org.nz