

Athletics New Zealand High Performance (ANZ-HP) Director Job Description

LOCATION: Auckland

DIRECT REPORTS: HP Athlete Support Manager, HP Athlete Development Leader, Coach Development Leader, HP Coach Manager

PURPOSE OF POSITION:

The purpose of this position is to lead a high performance programme and environment that enables athletes to produce international success as demonstrated by podium performances at World Championships and Major Games and the development of a sustainable athlete development programme with attention to athlete wellbeing. The High Performance Director is responsible for the development, management and results of all national team programmes and initiatives and for development programmes capable of producing the next generation of world class athletes. The High Performance Director's primary focus includes:

- Providing strategic direction and operational leadership, with the support and guidance of the Chief Executive, for all aspects of ANZ-HP Programme.
- Overseeing the implementation of the current ANZ-HP Strategy enabling New Zealand athletes to achieve optimal performances on the international stage and supporting their wellbeing.
- Creating and driving a World Class and supportive environment and performance culture across the ANZ-HP programme through building of strong relationships with key stakeholders including personal coaches, management, administrative and expert support personnel.
- Establishing and maintaining excellent lines of communication between Athletics NZ, HP coaches, HP programme athletes and other relevant domestic and international organisations to ensure they understand the purpose and content of the ANZ-HP Programme.
- Overseeing the delivery of (but continually exploring ways to improve/refine) a systematic approach that supports talented athletes and coaches to perform at the highest levels, whilst supporting athlete and coach wellbeing.
- Managing all reporting for the performance plan investment schedule and deliver on the HPSNZ contracted Key Performance Indicators.
- Planning and reporting including Board Reports via the Chief Executive, financial budgets and monitoring and HPSNZ reporting against Investment Schedule.
- Delivering presentations and providing updates to ANZ Board, HPSNZ, Sport NZ and internal stakeholders as required.

KEY RESPONSIBILITIES:

Reporting to the Chief Executive, the role is responsible for:

Building and Sustaining Key Relationships

- Facilitate an environment that encourages robust decision-making discussions/consultation among ANZ-HP staff generally and, in particular: the ANZ-HP Coach Manager; the ANZ-HP Athlete Support Manager; the ANZ-HP Athlete Development Leader; the ANZ-HP Teams Co-ordinator; and the ANZ-HP coaches. Critical additional relationships are to be fostered with the national selectors.

- Foster a consultative working partnership with the HPSNZ Performance Team Leader (PTL) and other key HPSNZ roles, particularly in relation to HPSNZ/ANZ-HP development and implementation of ANZ-HP Strategy and alignment with 2024+ HPSNZ Strategy.
- Maintain critical relationships with: HPSNZ; Sport NZ; NZ Olympic Committee; Paralympics NZ; World Athletics (WA); World Para Athletics (WPA); Drug Free Sport NZ.
- Contribute to the ANZ Senior Leadership Team and ensure a collaborative environment between HP staff and coaches and other internal ANZ teams.
- Establish and maintain effective relationships with the ANZ Athletes' Commission, clubs, centres, other stakeholders and support groups of Athletics NZ and other national federations.
- Build and sustain strong relationships with HP programme athletes and coaches and facilitate communication with other athletes capable of qualifying for Black Singlet teams.

Building Organisational Talent

- Attract and develop talented staff and coaches and a network of support staff/providers.
- Encourage a continual learning environment that ensures colleagues achieve their highest potential, allowing the organisation as a whole to meet future challenges.

HPSNZ/ANZ-HP APS Leadership

- Provide leadership to the ANZ-HP Athlete Support Manager to support the management and administration of the HPSNZ/ANZ-HP APS programme for Performance Squad (PS) athletes and other athletes of significance (e.g. non-PS athletes that are tracking towards selection or have qualified for Black Singlet Teams).
- Provide leadership to the ANZ-HP Athlete Development Leader to ensure a coordinated approach to any HPSNZ/ANZ-HP APS available for Performance Potential Squad (PPS) athletes and Performance Development Squad (PDS) athletes.
- As required, attend the weekly ANZ-HP/HPSNZ medical meetings regarding the medical/health support needs of HPSNZ/ANZ-HP Programme athletes (i.e. PS athletes, PPS athletes, PDS athletes and other athletes of significance).

Athlete Support

- Liaise with the ANZ-HP Athlete Support Manager to assist with the coordination of the six-monthly, April/May and October/November, Performance Squad athletes (formerly "Carded Athletes") review process.
- Based on discussions with the ANZ-HP Athlete Support Manager, attend targeted/critical Performance Squad athlete reviews.
- Support the ANZ-HP Coach Manager and the ANZ-HP Athlete Support Manager, to optimise the effectiveness of PTEs in New Zealand and/or overseas for ANZ-HP PS athletes.

Teams & Pre-Camps

Black Singlet Teams (Olympics, Paralympics, Commonwealth Games, WA-WCs & WPA-WCs)

- Work with the ANZ-HP Athlete Support Manager to generate and publish Nomination/Selection Criteria/Policies of Black (senior) Singlet teams in accord with the Team Selection and Policies Committee Calendar.
- Assist the ANZ-HP Athlete Support Manager to liaise with the New Zealand Olympic Committee (NZOC) on Olympic/Commonwealth Games team requirements to ensure the nomination/selection process is undertaken in a timely manner (i.e. Nomination Criteria development, Long List Athlete Applications, Support Staff Applications and the like).
- Liaise with the appointed Team Leader, the ANZ-HP Athlete Support Manager and the relevant ANZ-HP coaches to maximise the effectiveness of the logistical requirements for Black (senior) Singlet Teams and pre-camps prior to Major Championships/Games.
- Ensure all facets of team management are undertaken to support athlete performances and the well-being of athletes and team staff.

- Oversee management of the budgetary expenditure/income of teams, invoices and the like.
- There may be a requirement to travel with teams or on tours in the role of Team Leader, particularly on Black Singlet Teams.

National Teams

- Provide support/advice to the ANZ-HP Athlete Support Manager, ANZ-HP Teams Coordinator, and the Out of Stadia Coordinator in relation to the management/coordination of the logistical requirements for Black (Underage), Silver and White Singlet Teams, Tours and Squads.

Staff Management

- Keep the organisation's mission and values at the forefront of decision making and action.
- Utilise appropriate methods and interpersonal styles to strategically align, develop, motivate and guide ANZ-HP/HPSNZ staff/providers that supports them to continuously develop and positively contribute toward the attainment of ambitious ANZ-HP programme objectives.
- Lead the annual performance review process of the ANZ-HP Coach Manager, ANZ-HP Athlete Support Manager and the ANZ-HP Athlete Development Leader.
- Support the ANZ-HP Coach Manager with the Human Resources processes for ANZ-HP coaches including facilitating the annual performance review process and in some instances lead the annual performance review process for selected ANZ-HP coaches.

Administration

- Lead the overall administration of the ANZ-HP department, including management of the high performance budget.
- Assist the Chief Executive and the Athletics NZ Senior leadership team with the general administration of Athletics NZ.
- Provide timely instructions to Athletics NZ Finance staff for invoicing, debt collection or payments that need to be actioned.
- Obtain any necessary signed contracts and agreements with service providers, athletes, coaches, team managers and others as appropriate.
- Ensure HR procedures are adhered to.

Strategic

- Provide strategic direction and operational leadership for all aspects of ANZ-HP Programme (to be reviewed every four years in alignment with the Olympic cycle).
- Support ANZ-HP Staff, in particular the ANZ-HP Athlete Development Leader and the Athletics NZ Coach Development Leader, to deliver but continually explore ways to improve/refine a systematic approach that supports talented athletes and coaches to perform at the highest levels.

KEY SELECTION CRITERIA

Management Capabilities

- Senior management record in an Olympic medal-winning high performance sporting environment
- Excellent project management, planning, and reporting skills
- A demonstrated ability to ensure that the right people are in the right roles at the right time
- The proven ability to construct detailed implementation plans and associated budgeting
- Sound organisational skills, with the ability to communicate Athletics NZ-HP goals and strategies
- Extensive experience leading and managing staff
- Experience managing Performance Training Environments and effectively leading the delivery of Athlete Performance Support
- Sound knowledge of HR and Health & Safety practices

Relationship management and communication

- Proven ability to communicate effectively with a wide range of people in a variety of situations
- Proven experience and ability to swiftly build relationships and credibility with international level athletes and coaches and to support athlete and coach wellbeing
- Proven ability to form positive relationships with stakeholders including athletes, coaches, volunteers and other sporting organisations to build and sustain a world class performance environment
- Proven ability to form effective relationships with ANZ employees, lead coaches, and other providers

Personal attributes

- Proven capability to provide strong leadership in a sporting environment
- Ability to work under pressure and meet tight deadlines
- Confident working with athletes, staff and volunteers across age ranges and abilities
- Excellent interpersonal skills and ability to work as part of a small team
- Detail orientated, with well-developed time management skills
- Self-motivated with the ability to work independently
- Ability to problem solve, think creatively and use initiative
- Demonstrated ability to maintain confidentiality
- Positive and empathetic manner with a focus on athlete, coach and staff wellbeing

Preferred experience/skills

- Knowledge of athletics in New Zealand and internationally
- High standard of written and oral English
- Relevant tertiary qualifications
- High level Selection Policy development and experience with team selection processes
- Financial and budgetary management experience
- Competent computer skills, working with Word, Excel and web database applications
- Previous role of a similar nature working with Performance Training Environments and Athlete Performance Support

ROLE LOGISTICS

The role is based in Rosedale, Auckland on the campus of AUT Millennium.

This is a permanent full-time position based on a minimum of 37.5 work hours each week and will incorporate the need for occasional weekend work and international travel.

REMUNERATION

Salary to be determined. A mobile phone and laptop will be included in the employment package.