

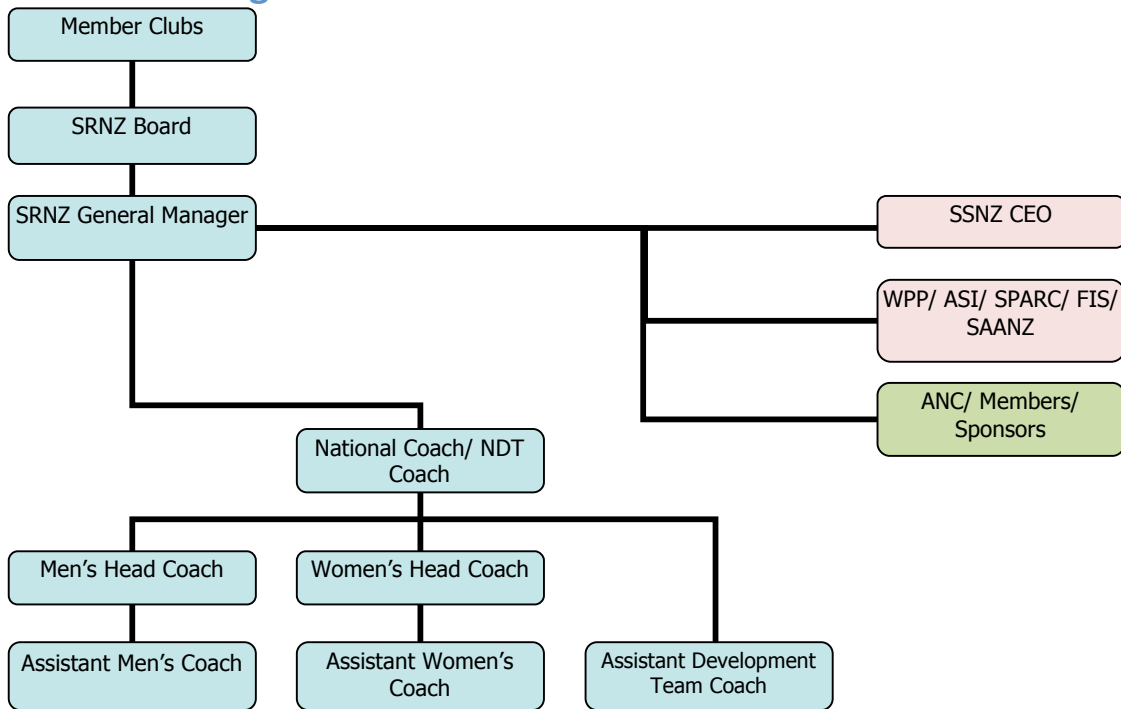
General Manager Position Description & Person Specification

Responsibilities

- Lead, manage and control, subject to the direction of the SRNZ Board, the business affairs and activities of SRNZ including attending to the day to day administration, communication and financial requirements of SRNZ.
- Develop and manage a strong competitive national alpine ski-racing programme, with effective athlete talent identification, and athlete and coach development
- To promote and market the sport and SRNZ activities ;
- Develop sponsorships and source funding to support SRNZ activities, athletes and promotion of the sport .
- Administer alpine ski racing in New Zealand, subject to the direction of the SRNZ Board, in accordance with the rules and Regulations of the International Ski Federation and such other rules, regulations and policies of SRNZ.
- Attend from time to time and as required by the SRNZ Board, SAANZ, SSNZ, NZOC, FIS, and other meetings
- Provide leadership of SRNZ, and to develop long-range business plans and commercial strategies for SRNZ and recommend their adoption by the Board;
- Tender advice to the Board on the general conduct of the affairs of SRNZ and to promote the efficient and economical management of the activities of SRNZ;
- Plan and direct the activities of SRNZ in line with Board policy;
- Manage SRNZ's financial, reporting, and audit systems according to good commercial practices and in response to the needs of the Board; Oversee the completion of the day to day management of SRNZ financial reporting and processing by SSNZ.
- Manage SRNZ's human resources as a good employer and to exercise all the rights, duties, and powers of an employer in respect of SRNZ's staff;
- Operate SRNZ as a successful Incorporated Society in accordance with it's Constitution and the Incorporated Societies Act 1908 and any amendments and any other statutory or regulatory requirements. SSNZ will provide assistance for the administration and upkeep as directed by the GM.
- Do all such incidental things consistent with the office of General Manager of SRNZ as are reasonably necessary for the proper performance of the responsibilities of the office.
- Organisation and control of regional, national and international races and competition.
- Management and coordination of a national athlete development plan providing a defined development path from pre-FIS to National Team.
- Development and promotion of regional training and racer programmes.
- Development of a SRNZ High Performance Programme that encompasses world leading principles and maximises leverage from National Sporting structures such as SPARC and the NZOC
- Manage and oversee the appointment of selectors, the setting and publication of selection criteria and monitor selection processes..
- Manage the implementation of sponsorship agreements and Athlete Agreements .
- Appropriate planning and management of the national teams training programme.
- Develop and organise training programmes and accreditation of those involved in ski racing including race coaches and officials.
- Effective communication with SRNZ Board, member organisations / training programmes, key stakeholders, coaches, sponsors, industry and athletes is developed and maintained.
- SRNZ Programmes are delivered in accordance with budgetary targets.
- Promotion of alpine ski racing through increased participation and public interest.
- Promotion and recognition of SRNZ as governing body for sport of alpine ski racing in New Zealand.
- Advise on and assist in co-ordinating overseas training opportunities and International competitions.

- Tasks of the General Manager are conducted with the highest levels of professionalism, integrity and personal presentation.

Position in Organisation



Note: Currently there is no National Coach or Women's programme and the Head Development Team Coach and Men's Head Coach report directly to the General Manager.

Key: Blue= Line Management,
 Pink= No responsibility to or for but direct relationships with,
 Green= Responsible to or for and a direct relationship with.

Functional Relationships

Internal

- Ski Racing New Zealand Board members
- National Team Coaches
- National Team Athletes
- Member Clubs
- Members

External

- Clubs
- Club coaches
- Ski areas
- Athletes
- Parents
- Sponsors and Suppliers
- SSNZ
- WPP
- ASI
- NZSIA
- SAANZ
- FIS
- NZSIF
- NZOC

- SPARC

Scope of Authority

The GM will have the authority to:

- Authorise expenditure in accordance with budget parameters set by the SRNZ Board; and
- Enter into agreements and arrangements as directed by the SRNZ Board
- Engage coaching staff (any engagement to be approved by SRNZ Board and payment to be within budget guidelines for such purpose).

Key tasks & Expected Results

The achievement of the position objective will involve the following key tasks. Some of these tasks will be administered on a daily basis by SSNZ and this role will have direct oversight and responsibility for completion of these tasks.

Key Task 1

Lead and grow the sport of ski racing

Expected Results

- Lead and provide direction and guidance for the sport of ski racing
- Develop strong relationships with all interested parties, groups and athletes
- Provide support to the regional and club programmes
- To promote the development of Ski Racing from entry level to elite level.
- Manage the employees of SRNZ and employ staff in line with budgets and the SRNZ strategic plan
- Support and develop the volunteer base that underpins the sport
- Be the central point for the sport
- Develop initiatives to grow the sport and support the National Teams

Achievement of these results will be measured by:

- Feedback from member organisations and ski areas.
- Growing numbers of participants
- Participants remaining in the sport for longer periods
- The efficient running of ski races
- Member organisation/training provider annual plans.
- Annual performance review.

Key Task 2

Ski racing organisation & Funding

Expected Results

- Foster effective communication between SRNZ, member organisations/training providers and coaches.
- Support of continued development of an Australasian co-ordinated calendar.
- Oversee the organisation and control of ski races and competitions.
- Planning and co-ordination of various aspects of ski races and competitions to comply with all requirements.
- Planning and co-ordination of training for officials and volunteers.
- Sourcing funding for athletes, SRNZ representative teams, events etc.
- Research funding opportunities with FIS, NZOC, SSNZ, SPARC etc.
- Preparing and presenting submissions and application for funding to target organisations.
- Preparing and submitting Reports on successful applications.

Achievement of these results will be measured by:

- Feedback from member organisations and ski areas.
- Well planned and co-ordinated race calendars.
- The efficient running of ski races
- Member organisation/training provider annual plans.
- Annual performance review.

- Increased number of successful funding applications
- Increased funds available for Ski Racing Programmes and Initiatives

Key Task 3

SRNZ Planning and Development

Expected Results

- Providing advice on technical matters relevant to management of SRNZ activities.
- Development of SRNZ annual plan, to include budget and financial management relating to athletic development requirements.
- Development and implementation of SRNZ strategic plan
- Developing programmes and systems to raise the standard of New Zealand ski racing.
- Closer liaison with inter-school and university races.
- Assisting with the development of introductory training programmes and junior race series.

Achievement of these results will be measured by:

- Annual review
- The establishment of ski racing, training and coach advancement initiatives
- The establishment of new introductory training programmes and junior race series.

Key Task 4

Promotion and Exposure of Ski Racing New Zealand and its programmes

Expected Results

- Effective communication media contacts.
- Increasing public exposure in all forms of media of New Zealand ski racers and activities.
- Prepare appropriate documents for the successful recruitment of sponsors and supporters
- Present to potential sponsors
- Liaise with all sponsors and ensure the SRNZ are providing the best possible return on investment
- Seek new sponsors for teams, events and the organisation
- Work with external parties to seek manage sponsorships
- Liaise with external parties to ensure that there are no competing sponsors.
- Design, write, manage and implement SRNZ website and online newsletters
- Liaison with the NZ Olympic Committee (NZOC), up to Olympic level, FIS and Snow Sports New Zealand, WPP and The NZ Academy of Sport, Ski areas, clubs, wholesalers and retailers
- Database maintenance to include Board members, committee members, coaches, Athletes, Masters, SRNZ representative teams and Member Organisations.

Achievement of these results will be measured by:

- Increased interest in ski racing and racers by the public at large.
- Increased number and retention of sponsors

Key Task 5

Efficient Administration and Reporting. To direct and oversee the completion of the day to day administration of SRNZ either personally or by delegation of some administration to SSNZ personnel.

Expected Results

- Timely and efficient completion of administrative tasks.
- Submission of timely reports to the Board, athletes and coaches as required.
- Objective, fact-based, systematic approach to written reports.
- Providing sponsors, trustees and funding organisations with feedback and value for their contributions.

- Production of SRNZ Handbook and Magazine
- Design, manage and lead Annual Alpine Summit
- Points list maintenance to include the FIS list (downloading FIS points and distributing) , National Points and Masters list.
- FIS site maintenance to include calendaring, homologation costs and re-homologation.
- Preparation of National Race registration information FIS/National points/Masters
- Attending to and responding to all correspondence including: mail, e-mails, and telephone enquiries.
- Preparation for meetings of SRNZ and board meetings including agenda papers, recording minutes, preparation and distribution of minutes.
- Carrying out Constitution and AGM requirements.
- Board members travel and accommodation requirements on SRNZ related matters.
- Prepare and maintain Strategic and Business plans.
- Preparation of Annual Budget.

Achievement of these results will be measured by:

- Submission of reports as set out.
- Annual performance review

Key Task 6

Ski Racing New Zealand Financial Management. The day to day operation of the finances of SRNZ will be provided by SSNZ however the GM will be expected to have oversight and direction over the funds and in conjunction with the Board of Ski Racing NZ set and agree budgets which SSNZ will operate the accounts under.

Expected Results

- Preparation of budgets and monthly accounts.
- Preparation of Year to Date reports for Board meetings.
- Processing banking, issuing receipts including athlete registration etc
- Payment of incoming invoices, issuing SRNZ invoices, credit control.
- Attending to GST and all IRD matters.
- Payment of athlete grants, issuing athlete funding receipt letters.

Achievement of these results will be measured by:

- Submission of reports as set out.
- Annual performance review

Competencies

Provides Direction

Endeavours to think globally or on the longer term. Seeks to understand the implications of overall direction. Takes practical steps to ensure own performance delivery is consistent with direction, goals and outputs.

Champions change

Copes with uncertainty or change. Open to trying a new approach. Displays positive attitudes when faced with ambiguity or issues.

Results driven

Exceed own expectations and those of others. Seeks to take on new accountabilities. Exercises sound decision-making strategies.

Solutions focused

Keen to continue learning and growing. Stimulated by new ideas and opportunities. Proactive when faced with issues.

Partner others

Assertively contributes to relationships with teams (internal and external). Displays dependability and use of initiative in delivering quality service aimed at meeting the needs of others.

Leads courageously

Participates with head and heart. Shows courage in face of adversity and a commitment to do the best possible.

Knowledge management

Contributes by creating opportunities for developing relationships and sharing information that result in win – win situation for stakeholders.

Culture development

Takes pride in association with organisation and sector. Emulates ethical behaviour and displays professional manner to all stakeholders (internal and external)

Personal Specifications

Experience

- Business and leadership experience
- Experience in marketing and promotion
- Expertise in administration and management
- Experienced at budget and resource management
- Experienced working with a variety of groups
- Experienced working within sports organisations

Knowledge

- An understanding of wider social and political context that Ski Racing New Zealand operates within
- Robust knowledge of technical education and junior sport development (desirable)
- Robust knowledge of elite sport development (desirable)
- A commitment to the sports needs of targeted populations
- A commitment to the Treaty of Waitangi, to the sports needs of whanau, hapu, iwi and Maori

Skills & Attributes

Leadership capabilities

- Strong leadership skills, ability to lead a wide range very diverse people
- Be the focal point for the entire sport
- Lead by example

Management capabilities

- Sound organisational skills, with the ability to understand and discuss SRNZ goals and strategies to internal and external stakeholders
- Excellent project management skills and planning skills

Relationship management and communication

- An ability to communicate clearly and effectively with a wide range of people and organisations in all situations
- An ability to form successful relationships with SSNZ/ NZSIA/ WPP employees and sport sector organisations
- Able to promote and market the sport and its athletes and activities to the population of New Zealand

Personal attributes

- Able to work across very different organisations
- Strong networking abilities
- Creative ability to develop new programmes and systems
- Lateral thinking abilities

- Strong communication abilities, formally and informally by written, verbal and electronic means
- Consultative interpersonal style
- Creative problem solving
- Capacity to understand wider picture
- Identify strategic opportunities and emerging issues
- Sound judgment and decision-making
- Action oriented, results driven
- Honest, high standards of integrity
- Personal commitment to excellence
- Excellent time management skills
- Ability to organise and manage multiple tasks and projects to meet deadlines
- Highly motivated
- Career oriented
- Results driven