



<b>Position:</b>	<b>High Performance Director</b>		
<b>Reports to:</b>	<b>Chief Executive</b>		
<b>Location:</b>	<b>Auckland</b>		
<b>Date Prepared:</b>	<b>February 2017</b>	<b>Date Last Reviewed</b>	

Softball New Zealand is the governing body for softball throughout New Zealand, with approximately 130 clubs and 35,000 affiliated players nationally. Our members include athletes, coaches, officials, administrators, and volunteers throughout the softball community. SNZ is responsible for the management and development of the sport from national teams at elite level, through to grassroots community level participation.

## **Position Scope:**

Reporting to the Chief Executive Officer, this position will be responsible for the lead of Softball New Zealand's High Performance Strategy. The role will attain alignment and a commitment to implement this plan across a talented and professional team of coaches, athletes, and staff which operate our national network and extensive stakeholder group.

The High Performance Director will play a pivotal role in leading Softball New Zealand's high performance system responsible for the delivery of its high performance programme across elite and pathway levels. You will be responsible for leading all programmes under both gender formats of Black Sox and White Sox including Senior, Junior, Emerging and Developing Sox products. This non-coaching role has been designed to support coach and athlete performances and results through effective delivery, developed in cooperation with the relevant national head coaching staff and key partners to achieve Softball New Zealand's vision of success.

You will be a dynamic leader with the ability to build positive and collaborative relationships and credibility with international level coaches, athletes, and stakeholders. Ideally candidates will have extensive experience in national or international high performance sport programmes and proven leadership in creating or developing high performance programmes, teams, and culture that has achieved success at international pinnacle events.

Proven business acumen, tertiary level qualifications and demonstrable skills including planning, budgeting, leadership, change management, and effective communication are key to this role as is a thorough knowledge and understanding of the New Zealand high performance and broader sporting system.



## KEY ACCOUNTABILITIES SPECIFIC TO THE ROLE

<p><i>Strategic Management</i></p>	<ul style="list-style-type: none"> <li>• Seek world best practice across all areas of high performance with a view of successfully implementing across our national network</li> <li>• Implement the annual operations plan for the high performance unit</li> <li>• Implement a management system to track the short and long term performance of the high performance unit as it relates to the strategic and operational plans with appropriate reporting mechanisms to the CEO/Board</li> <li>• Develop and implement the high performance coaching and athlete culture of softball in New Zealand</li> <li>• Develop and implement a world leading talent identification system</li> <li>• Revise and evolve Softball New Zealand's performance programme to ensure we are maximising our national network and providing appropriate support to our elite coaches and athletes</li> <li>• Provide advice to senior staff and the Softball New Zealand Board in regard to key policy issues surrounding high performance softball</li> <li>• Work within and contribute to the enhancement of Softball New Zealand's management systems</li> <li>• Oversee existing relationships with Sport New Zealand, and High Performance Sport New Zealand, to ensure that all expectations in respect of partnerships are satisfied</li> <li>• In conjunction with the coaching staff develop and monitor High Performance progress against the HP plan</li> <li>• In conjunction with the Administration and Finance Manager, be accountable for ensuring that SNZ HP Programme is managed within the agreed annual budget.</li> </ul>
<p><i>Technical</i></p>	<ul style="list-style-type: none"> <li>• <b>Manage and implement the selection strategy in accordance with agreed Softball New Zealand rules, practices and guidelines</b></li> <li>• Participate in the appointment process of all key coaching and team management roles</li> <li>• Lead the creation of all high performance related policy, providing the necessary background and recommendations for consideration by Softball New Zealand management and board</li> <li>• Manage the development and implementation of leading edge sports science systems and techniques to keep Softball New Zealand at the forefront of the international game</li> </ul>



<p><i>Staff Management</i></p>	<ul style="list-style-type: none"> <li>• Retain and recruit world's best individuals in all of the targeted high performance areas</li> <li>• Establish and encourage a culture of world's best, whilst ensuring delivery in a collaborative and positive environment</li> <li>• Oversee the development of personnel working in the high performance unit</li> <li>• In cooperation with the head coach, coordinate and provide input into selection of support staff to ensure teams operate within world's best environment</li> <li>• In cooperation with the head coach, develop collaborative and positive relationships with softball coaches and staff across the network</li> </ul>
<p><i>Athlete Support</i></p>	<ul style="list-style-type: none"> <li>• Whilst focusing on successful outcomes at international level, ensure Softball New Zealand's high performance programme is a positive and developmental experience for athletes</li> <li>• Ensure that athlete progress is reported and monitored to ensure that agreed athlete plans are implemented successfully and that appropriate support services are provided when required</li> <li>• Establish functional communication channels and protocols with the high performance athletes and clearly articulate the policies of Softball New Zealand to them as they relate to their participation in the high performance programme, and</li> <li>• Coordinate the provision of personal counselling of athletes with holistic approach to education, vocation, and social development as necessary</li> </ul>

## KEY RELATIONSHIPS

<b>External</b>	<b>Internal</b>
<ul style="list-style-type: none"> <li>• Sport New Zealand</li> <li>• High Performance Sport New Zealand</li> <li>• NZ Olympic Committee</li> <li>• DFSNZ</li> <li>• Local and central government agencies</li> <li>• Other dedicated external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• SNZ Management/Board</li> <li>• SNZ Staff</li> <li>• SNZ Associations</li> <li>• SNZ Clubs</li> <li>• Coaches</li> <li>• Officials</li> <li>• Volunteers</li> <li>• Other dedicated internal stakeholders</li> </ul>



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<i>Knowledge &amp; Skills</i>	<ul style="list-style-type: none"> <li>• Strong leadership, managerial, organisational, financial and strategic planning ability</li> <li>• Strong understanding of the structure and dynamics of New Zealand sport, including the relationships at local, provincial, and national level is highly desirable</li> <li>• Excellent strategic capability and the ability to translate strategy into action</li> <li>• Understanding of sports science/medicine and an understanding of their impact on high performance sport</li> <li>• Deep understanding of the needs of high performance athletes and coaches</li> <li>• High level organisational management skills</li> <li>• High level planning, analytical and reporting skills</li> <li>• Strong oral and written communication skills and proven ability to work with a complex and diverse group of stakeholders</li> </ul>
<i>Qualifications</i>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in sports coaching/sports administration or business administration will be highly regarded</li> <li>• Significant management experience within a sports related field</li> <li>• Experience driving change management and cultural development initiatives</li> <li>• Capable of managing sensitive information with discretion</li> </ul>
<i>Personal Attributes</i>	<ul style="list-style-type: none"> <li>• Values driven leader with empathy for coaches and athletes</li> <li>• A leader capable of displaying strong leadership in all situations</li> <li>• Team orientated and inclusive</li> <li>• Ability to work under pressure and meet tight deadlines</li> </ul>

**REMUNERATION**

Softball New Zealand is committed to attracting and retaining world's best staff. An attractive, market competitive remuneration package will be available to the successful candidate.

**LOCATION AND HOURS OF WORK**

Softball New Zealand has a preference for the High Performance Director to be based in Auckland. Candidates interested in applying and wishing to discuss location, may do so by contacting the Softball New Zealand Chief Executive.



Candidates applying for this role need to be aware the position does include extensive “out-of-hours” work, including overseas travel to major international competitions.

#### **WEBSITE**

Softball New Zealand has a comprehensive website which includes information and news items on all facets of its activities, services and programmes. The website address is: [www.softball.org.nz](http://www.softball.org.nz)

#### **TIMELINES - IMPORTANT INFORMATION FOR CANDIDATES**

We anticipate the selection of the final, shortlist group should be made by mid-April, 2017. Selection interviews will then follow acknowledging the selected candidates will likely have existing commitments which we will work around. The successful candidate would be expected to commence duties as soon as possible after appointment, mindful of notice periods and general availability. At the time of applying, candidates are invited to indicate their availability and notice period.