

# POSITION DESCRIPTION



<b>Position Title</b>	<b>National Club Lead</b>
<b>Business Unit</b>	Community Rugby
<b>Reports to</b>	Head of Rugby Participation
<b>Position Type</b>	Fixed Term
<b>Location</b>	Wellington/Auckland
<b>Date</b>	September 2024

## New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

We strive for rugby teams in black that are unrivalled, a high performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs more than one hundred staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

## Purpose

The purpose of the role is to provide national leadership and connectivity for Rugby Club development in New Zealand.

The requirement for a national role has emerged from the Future of Rugby Clubs Report which has identified, amongst other things, that NZ Rugby has a role to play in leading the development of a Healthy Rugby Club System. The role will provide national advocacy for Rugby Clubs across the sector as well as providing leadership, guidance, support, and resources to support the 26 Provincial Unions in developing healthy rugby clubs and club systems.

## Key Tasks

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### National Club Development

- Develop and implement national strategies and plans arising from the Future of Rugby Club Report to support Provincial Unions in developing successful and thriving clubs. This includes but is not limited to:
  - Governance and Leadership
  - Club operations
  - Health and Safety
  - Financial Sustainability
  - Member and Volunteer Management
  - Facilities development
- Implement, maintain, and monitor a national measurement club health system.

### Provincial Union Club Capability

- Develop and support Provincial Union Club Capability to enable fit for purpose and best practice support to Rugby Clubs.
- Review and monitor strategic investment by NZR and Provincial Unions into Club Development.
- Promote and facilitate sharing of best practice across Provincial Unions and Clubs.

### Club Capability Resources

- Develop, implement, publish, and maintain fit for purpose and best practice national club capability training and resources for Provincial Unions and Rugby Clubs.

### National Advocacy

- Monitor and lead NZR's response in advocating for Rugby Clubs at a National Level for issues that impact their ability to thrive.

### Other

- Undertake other tasks as required to meet team or organisational objectives

### Health & Safety (for self)

- Takes personal responsibility for keeping self-free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan
- Knows what process options are available and contributes to a harm-free workplace culture

## Key Relationships

<b>This position reports to:</b>	<b>Head of Rugby Participation</b>	
<ul style="list-style-type: none"> <li>• Other areas/people that report to this position's immediate manager:</li> </ul>	<ul style="list-style-type: none"> <li>• Junior and Youth Participation Lead</li> <li>• Māori Rugby Development Manager</li> <li>• Participation Analyst</li> </ul>	
<ul style="list-style-type: none"> <li>• This job's direct reports are:</li> </ul>	Nil	
<b>External Relationships</b> <ul style="list-style-type: none"> <li>• Provincial Union Club Development/Capability staff</li> <li>• Provincial Union Club Committees</li> <li>• Service Providers and Suppliers</li> </ul>	<b>Internal Relationships</b> <ul style="list-style-type: none"> <li>• NZR Management and Staff</li> <li>• Community Rugby Team</li> </ul>	

## Person Specification

### Experience

- Relevant Project Management experience with a preference for Sport Development
- Relevant Club Development experience (preferably in rugby)
- Relevant NSO or RSO experience supporting Sport Clubs (preferably in rugby)
- Experienced in leading national and regional change strategies and plans

### Knowledge

- Knowledge of and a passion for sport (preferably in community rugby)
- Excellent understanding of Sector Development trends for Sports Clubs
- A relevant tertiary qualification in Sport Development or similar.
- Strong understanding of change management techniques

### Skills

- Excellent project management skills
- Excellent communication skills, written and oral
- Excellent data investigative and analysis skills
- Excellent change management skills
- High level of energy and commitment to getting the job done
- Excellent people skills, able to adopt a variety of approaches to interact and influence
- Ability to be innovative in problem solving situations
- Ability/ flexibility to travel

## Competencies

Behaviour	Everyone	People Leaders
<b>Be Welcoming</b>	<ul style="list-style-type: none"> <li>Respects and values others' styles, opinions, backgrounds and beliefs</li> <li>Understands the motivations and situation of others</li> <li>Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities</li> </ul>	<ul style="list-style-type: none"> <li>Stays connected to the team</li> <li>Cultivates a team culture by advocating collaboration across teams</li> <li>Actively seeks others' involvement</li> </ul>
<b>Be Our Best</b>	<ul style="list-style-type: none"> <li>Seeks and acts upon feedback to improve performance</li> <li>Recognises &amp; develops own strengths and work-ons</li> <li>Shares knowledge and skills</li> <li>Respects and values the contribution of others</li> <li>Identifies areas where a difference can be made and adds value</li> <li>Works to gain trust and respect with all stakeholders</li> <li>Responds positively to change</li> <li>Is forward-thinking, always looking striving to improve and be the best</li> <li>Consistently delivers on time</li> <li>Puts their hand up when help is required or when it's required by others</li> <li>Sees opportunities rather than barriers</li> <li>Speaks up and challenges where there are issues, risk or inefficiencies</li> </ul>	<ul style="list-style-type: none"> <li>Ensures the right people are in the right job at the right time</li> <li>Provides the tools needed for success</li> <li>Invests in growing our people and supporting their holistic development</li> <li>Sets attainable challenges &amp; recognises and reinforces development efforts</li> <li>Shares information and provides effective coaching</li> <li>Takes the time to understand individual's strengths and where/how they can add value</li> <li>Engages and utilises people from across NZR in the development and execution of business priorities</li> <li>Looks long-term, to generate and encourage new ideas</li> <li>Walks the talk</li> <li>Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges</li> <li>Prioritises the wider team's goals and intentions accordingly</li> </ul>
<b>Be Passionate</b>	<ul style="list-style-type: none"> <li>Demonstrates a can do attitude, always open to opportunities</li> <li>Pursues everything with energy and drive</li> <li>Strives to achieve stretch goals</li> <li>Always an ambassador for NZR and the game</li> </ul>	<ul style="list-style-type: none"> <li>Creates a highly engaged environment and culture</li> <li>Encourages responsible risk taking where mistakes are owned and learned from</li> <li>Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends</li> </ul>

	<ul style="list-style-type: none"> <li>Loves what we do – works here because it's fun and we connect with others</li> <li>Is a team player, connects with people</li> </ul>	
<b>Play Fair</b>	<ul style="list-style-type: none"> <li>Is honest and constructive in discussions</li> <li>Acts for the good of the game and respects its heritage, history and heroes</li> <li>Is open, supportive and considerate</li> <li>Actively listens, considers and takes on board other views</li> <li>Behaves with integrity and is responsible for own behaviour</li> <li>Looks after others and steps in if something is not right</li> <li>Fronts when something goes wrong, owns the action and the consequence</li> </ul>	<ul style="list-style-type: none"> <li>Ensures people know what is expected</li> <li>Has the team's back</li> <li>Trusts others to make good and timely decisions</li> <li>Clearly and consistently communicates with all team members</li> </ul>

## Authorities / Dimensions of the Position

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**Staff** – Nil

**Budget** – Controls an expenditure budget

**Contractual** – Signs letters and contracts on behalf of the organisation within specified delegated authorities

**Manager Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_