

Position Description

Position:	New Zealand Open Team Assistant Manager
Responsible for:	Efficient and effective management of New Zealand teams
Reports to:	NZ Open Team Manager
Type of Position:	Fixed term (Jan 2019 – Nov 2020)
Key Relationships:	New Zealand Management Team (Team Manager, Coaches, Doctor and Physio), high performance athletes, National Sport Manager, other SLSNZ staff, event staff and support service providers
Location:	Flexible
Remuneration:	Voluntary position; expenses paid for

About SLSNZ Surf Sports

Sport has a long and proud history within surf life saving. Surf Sport is delivered regionally and nationally for a number of key reasons:

- To reward lifeguards who volunteer their time to patrol beaches.
- For the entertainment of members and the wider Surf Life Saving community.
- For lifeguards to improve their fitness and lifeguarding skills so they are better lifeguards.
- To find our champions and provide pathways for them to represent New Zealand.

Strategic Goals 2015 - 2020:

1. **Participation** - A vibrant and attractive sport leading to growth in participation, membership and the sustainability of our clubs.
2. **Events** – a high quality and exciting event calendar with iconic and attractive events for participants to enjoy.
3. **Coaches** – Capable coaches at all levels supporting and developing a growing athlete base
4. **Internal capability** – capability and resources to deliver the sports strategy.
5. **High Performance** – Back to back World Champions in 2016, 2018 and 2020.
6. **Officials** – Capable officials at all levels helping deliver successful events and athlete satisfaction

sport.surflifesaving.org.nz

Purpose of the Position

To assist the Team Manager with the efficient and effective management of New Zealand teams including:

- Prepare and manage New Zealand team plans for selected international events.
- Lead the team when in camps and competitions.
- Ensure athletes and teams are in the best possible condition for competing.

Key Responsibilities

1. Support the Team Manager to develop and implement a team plan for Rescue 2020.
2. Support the Team Manager with the communication strategy for the team leading into Rescue 2020.
3. Support the Team Manager with the following campaign planning:
 - Budget
 - Camps and workshops
 - Communication strategy
 - Travel arrangements
 - Equipment transportation and return.
 - Accommodation
 - Uniform and other suppliers
 - Sponsorship relationships
4. Assist with the planning and delivery of high performance campaigns, camps and workshops
5. Contribute to the collaborative high performance environment with athletes, coaches and support personnel

Role Expectations

- Regular and timely communication and reporting with Team Manager.
- Attend pre determined international events as agreed with National Sport Manager and NZ management team (the make-up of New Zealand management teams may vary depending on the event, development needs and available budget).
- Manage a variable workload. Periods of inactivity, majority of periods with an average of 2 – 5 hours work a week. Peak times around campaigns up to 15 hours per week and full time while leading the NZ team.
- Available for weekend camps where necessary.

Desirable Attributes

1. Management
 - A successful record as a manager at national or regional level or significant experience as a club manager, this experience may be outside of surf life saving
 - Experience in international travel and touring
 - Literacy with World Life Saving Championships preferable
 - Ability to manage time effectively and plan accordingly
 - Strong organisational and planning skills
 - Demonstrable project management skills
2. Leadership
 - Demonstrable leadership skills
 - Proven ability to present / facilitate forums
 - Demonstrable ability to think strategically
3. People Skills
 - Exceptional interpersonal and communication skills
 - Ability to create positive relationships and team culture
 - Takes personal ownership of tasks and activities
 - Provides constructive and timely feedback
 - Considers and understands the need to build capability of the team
 - Communicates clear expectations and enforces accountability
4. Innovation
 - A creative problem solving capability
 - Ability to identify and implement improvement opportunities
 - Willing to challenge the status quo where required

- Willing to learn, receptive to new ideas and concepts

5. Personal Characteristics

- Rapport and respect from the surf lifesaving community
- Highly motivated and energetic
- A passion for success and sporting achievement
- Personal honesty and integrity
- A team player

SLSNZ Organisational Values and Competencies

“Making a difference through a commitment to outstanding performance”

1. Leadership

- Empowers and inspires others
- Consistently demonstrates professionalism
- Positively represents team members and SLS

2. Communication

- Displays clear and concise communication in a timely manner
- Communication is open, frank, constructive and positive
- We keep our word

3. Learning Agility / Innovation

- A pro-active approach to self improvement
- Strong work ethic and personal drive
- Commitment to continuous improvement
- Open and flexible to change

4. Managing people

- Takes personal ownership of tasks and activities
- Provides constructive and timely feedback
- Considers and understands the need to build capability of the team
- Communicates clear expectations and enforces accountability