



## POSITION DESCRIPTION

# New Zealand Rugby League Football Operations Manager





<b>JOB TITLE:</b>	Football Operations Manager
<b>ORGANISATION:</b>	New Zealand Rugby League
<b>LOCATION:</b>	Penrose, Auckland, New Zealand
<b>REPORTING TO:</b>	General Manager Football and Wellbeing

#### **ABOUT NEW ZEALAND RUGBY LEAGUE:**

Rugby league has played a significant part in New Zealand sport for over 100 years. Formed in 1910, New Zealand Rugby League (NZRL) is the governing body for the sport of rugby league in New Zealand.

The NZRL catchment is divided into seven zones that service the grassroots needs of the game. These zones compete in the National Championship, as well as women's, youth and schools competitions. The NZRL manages the Kiwis and Kiwi Ferns who are both currently ranked number two in the world.

NZRL is not just about success on the field - it is also charged with caring for a community off-field, promoting the values of integrity, respect, leadership, courage and passion. The "more than just a game" philosophy has seen NZRL establish innovative social development programmes using rugby league to help communities improve their lives off the field.

#### **NZRL VISION:**

- Building a stronger family and community game

#### **NZRL MISSION:**

- To lead and inspire people through their Rugby League experience

#### **KEY FOCUS**

- Increase participation
- Building capability and support
- Funding to enable performance and growth
- Success on the international stage

#### **OUR 5 YEAR GOALS**

- Stronger Rugby League Communities
- Better Rugby League experiences
- Financially sustainable game
- Rugby League World Cup winners

#### **KEY RELATIONSHIPS**

##### **Internal**

- NZRL Staff
- NZRL Board

##### **External**

- Zones General Managers and other staff
- Districts
- Affiliates

**POSITION PURPOSE:**

The NZRL The Football Operations Manager will be responsible for managing day to day logistics for NZRL events calendar to ensure all sanctioned events and activities comply with the NZRL rules and regulations.

**KEY RESPONSIBILITIES:**
**Competition and Tournaments**

- Responsible for the compilation of competition / tournament draws and on-going support for updates, changes, results, etc.
- Compilation of "event" run sheets with relation to the Football aspects of the event, and co-ordinate various requirements (match management, match officials, ball boys, etc)
- Compile Competition / Tournament Manuals and ensure every participant has appropriate knowledge of event requirements.
- As required arrange all logistical aspects for event ie flights, transport, accommodation, venues, fields, pre & post match requirements, etc.
- Ensure complete visibility of all events / activities through our communications network (bulletins, newsletter, website, Facebook, etc)
- Continuously work with appropriate Zone, Districts and Associates personnel to ensure all football activities, initiatives and KPI's are constantly driven and are of the highest standard.

**International Events**

- Work with NZRL representative Team Managers to assist where appropriate, with all arrangements for residential and international events to ensure every campaign is delivered to the highest standard.
- Communicate with all relevant overseas personnel to co-ordinate arrangements for visiting international teams.
- Act or assign a liaison officer for all sanctioned touring teams, whom have scheduled games against NZRL representative sides.

**Financial**

- Work with GM Football & Wellbeing and CFO to assist compilation of all budget information for all Competitions, Tournaments and Events.

**Administration**

- Co-ordination of NZRL event meetings ensuring stakeholder buy in and a high level of execution across all NZRL high performance calendar of events.
- Co-ordination of the judicial and appeals procedures in line with NZRL policies and procedures.

### **Key Relationships**

- Work with NZRL personnel on any initiatives that improve the practices of the NZRL Football Department and enhance NZRL's relationships with key stakeholders.
- Develop and maintain relationships with key external partners and providers, various venue staff, Zone / District liaisons, local authorities, etc.
- Assist the NZRL Executive and Board with other tasks/projects as and when reasonably required, in consultation with the CEO.

### **Planning and Reporting**

The following Planning and Reporting is required:

- Bi-Weekly work in progress meetings with relevant NZRL staff as per NZRL's management process.
- Co-ordination of the key event review process with all relevant stakeholders producing an overview document capturing key learnings and opportunities for improvement.

### **KEY COMPETENCIES:**

- Strong organisation skills demonstrated via your proactive approach to event management.
- Well developed delegation skills supported by appropriate leadership qualities.
- Excellent written and verbal reporting and presentation skills.
- Computer literacy word, excel, outlook and PowerPoint.
- Ability to interact negotiate and lead confidently with groups of participants and stakeholders.
- Be able to demonstrate innovative thinking, manage priorities and maintain performance under pressure
- Ability to work independently and as a crucial part of the team
- Relevant university degree or established competency in the fields of sport development and programme implementation.
- Have a Passion for Rugby League and growing the sport in New Zealand
- Have an understanding of the sports wider importance to New Zealand communities