



CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

ABS L (Auckland Basketball Services Limited) is a Limited Liability Company registered under the New Zealand Charities Commission. ABS L acts as the lead Regional Sports Organisation (RSO), providing professional services for the administration of basketball on behalf of its three key shareholders and stakeholders; Counties-Manukau Basketball Association, Waitakere West Auckland Basketball Association and Basketball Auckland Inc.

ABS L is responsible for the development and delivery of basketball across a wide range of activities including events, leagues, competitions, skills development and the provision of representative pathways for players, coaches and referees. ABS L has established a sound reputation within the basketball community and major stakeholders and we are focused on developing this further to accommodate the rapidly growing populations participating in our sport.

The Chief Executive Officer (CEO) is responsible for providing the vision, leadership and strategic application of approved ABS L Strategy and is required to ensure strong and sustainable operations are established and maintained by ABS L across its service region. Reporting to the Board via the Chair, the CEO is responsible for the management of ABS L's business and the achievement of the goals and objectives described in ABS L's approved Strategic Plan.

The CEO must be a dynamic and inspirational leader with the ability to engage and develop long lasting, constructive relationships and partnerships with all major stakeholders (including e.g. the basketball community, Shareholders, Auckland Council, Aktive Auckland, Regional Sport Trusts, Sport New Zealand, Basketball New Zealand, other relevant Basketball Associations, Gaming Trusts, Government Departments and other funding organisations). The CEO must demonstrate commercial acumen and the ability to identify and capitalise on opportunities, create innovative solutions and build a high-performance culture within ABS L that grows participation in, and the enjoyment of, the sport of basketball.

The main purpose of this position is to:

- Ensure all activities undertaken by the CEO, employees and volunteers are effective in meeting the needs of stakeholders and are aligned with ABS L's strategic intent.
- Provide sound leadership in the delivery of the objectives including the implementation of ABS L's strategic plan, its vision, mission and values.
- Manage the financial functions of ABS L to achieve budgeted expectations as a minimum and a strong balance sheet position is maintained.

- Develop and implement robust and effective operational plans, policies and procedures to ensure a stable and sustainable organisational platform is in place.
- Where necessary, work with the Board to review and improve the ABSL constitution, governance processes and policies in alignment with the operational functions of the Board and the organisation.
- Maximise partnerships to create collaborative opportunities that enables the growth and development of the sport and ABSL.
- Ensure appropriate risk management plans and health and safety systems are in place to protect all participants, stakeholders and from potential harm or exposure to litigation.

Key Responsibilities:

Strategic Management

- Implement the strategic and annual plans as developed in conjunction with, and agreed by, the Board.
- Effectively communicate and role model the mission, vision and values of ABSL.
- Continually review the marketplace to monitor trends and opportunities; implement planning review processes where necessary to ensure strategic alignment.
- Identify new opportunities that will provide ongoing growth in Association membership and improve participation rates and experiences of players and non-players alike.
- Develop project plans for the implementation of changed and new programmes to position ABSL at the forefront of basketball delivery in the region and nationally.

Operational Management

- Manage the day-to-day business of ABSL ensuring that it operates as efficiently and effectively as possible.
- Ensure that the strategic and annual plans are aligned and are executed successfully; agreed key performance indicators are achieved.
- Develop and implement effective operational plans, policies and systems so that functions smoothly.
- All risks are identified and plans in place to provide appropriate and safe management of potential areas of harm or damage to individuals and groups; mitigating any areas of potential litigation to .

Human Resource Management

- Recruit and manage all employees according to budgets and levels agreed by the Board and in accordance with current employment laws and regulations.
- Implement and carry out an appropriate performance development process for all employees and conduct regular performance reviews to provide professional and training development opportunities for staff.

- Ensure that all employment agreements, position descriptions and performance plans are up-to date and aligned to the strategic plans.
- Supervise all part-time/project staff and volunteers to ensure their work outcomes are aligned to plan and agreed expectations.
- Ensure that all staff, players and non-players behave in a professional manner and achieve the behavioural expectations of ABSL to build its reputation for developing leaders through participation in the sport of basketball.

Financial and Commercial Management

- Maintain and continuously improve internal controls, financial management information systems, accounting records, risk management programmes and audit review processes.
- Maximise revenue growth and diversify revenue streams wherever possible including submitting the maximum amount of grant applications, collection of fee payments from competitions and leagues, developing other revenue generating opportunities that add value to participants and .
- Manage the ABSL finances to achieve budget expectations as a minimum with positive margin results achieved and a strong balance sheet position maintained.
- Provide prompt, accurate and thorough information to keep the Board informed of ABSL's financial position; highlight areas of under-performance and risk in a timely fashion.

Marketing and Communications

- Develop and implement an annual marketing and communications plan in alignment with the strategic plans and in agreement with the Board.
- Build and maintain high levels of positive stakeholder engagement so that they are aware of and enjoy participating in ABSL's basketball programmes; ABSL is positively viewed as having a customer focused and value adding culture.
- Responsible for all sponsorship activity to maximise returns for both the sponsors and ABSL.
- In conjunction with the Board Chair, serves as the primary spokesperson and representative of ABSL.

Programme Effectiveness

- Ensure that all basketball related programmes are delivered to a high standard to maximise all participants satisfaction levels, skills development opportunities and enjoyment of the game – this includes (and not limited to); players, non-players, spectators, volunteers, supporters, etc.
- Maintain an overview of the various programmes and constantly review their effectiveness, realign as necessary and implement new programmes as per agreed plans.
- Maintain awareness of developments/trends in basketball programmes and opportunities to provide enhanced products and services that maintains ABSL's leadership position in the sport.
- Constantly encourage feedback from all participants and stakeholders to ensure programmes are continuously improving.

Personal and Professional Attributes:

The CEO will require a range of personal and professional attributes that include:

- High energy and the drive to lead a high performing sporting organisation.
- Able to manage positive and collaborative relationships across a wide range of stakeholders.
- An advocate for basketball and able to clearly articulate the benefits of participation.
- Strategic Excellent decision-making ability, an experienced people leader and developer of high performing individuals and teams both on and off the court.
- It is an essential aspect of this role that the CEO role models, promotes and fosters the fair play and ethical aspects of the sport as determined by the Board.

Staffing Structure: ABSL is undertaking a organisational restructure as it builds an organisation centered around community basketball. The organisation is structured around three divisions, comprising Community Basketball, Technical (including high performance) and Administration.

Location and Hours:

The CEO is based at the ABSL offices located at Sport Auckland House, Level 4, Alexandra Park Function Centre, Epsom, Auckland, New Zealand. A satellite office is being established at Pulman Arena in Takanini. The nature of the position will require regular off-site work including evening and weekend work to participate in events and meetings. Time in lieu arrangements may be as agreed in the CEO's individual employment agreement.

Remuneration Package:

This will be as per the agreed package contained in the CEO's individual employment agreement.

Review of Terms:

This Position Description is intended to be reviewed annually in accordance with the strategic direction of the organisation.

- understanding and able to develop and implement plans, policies and systems that create a stable platform for achievement of the organisation's key objectives and goals.
- Fundraising capabilities to build multiple revenue streams to maintain a stable financial base.
- An influencing and inclusive leadership style that embraces the contribution of everyone in the organisation and enables them to be at their best.
- May have a relevant sporting and/or business degree or qualification although must be able to demonstrate relevant and measurable success in previous roles.