

POSITION DESCRIPTION



Position Title	Transformation Project Manager
Business Unit	Corporate Services
Reports to	Chief Transformation Officer
Position Type	1.0, Permanent
Location	Wellington, NZ
Date	April 2021

New Zealand Rugby Overview

The vision for New Zealand Rugby (NZR) 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.

NZR employs more than one hundred and fifty 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, Investec Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

NZR 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 key purpose of this position is to contribute to the strategic direction of NZR, and to work closely with internal and external stakeholders to ensure strategic aspirations are effectively developed, monitored and ultimately delivered.

The Transformation Project Manager will provide project support to the Chief Transformation Officer in the development of NZR's strategic agenda and overall planning and performance capabilities. This role will work across NZR to help ensure major projects are delivered on time, and critical board decisions are insights-led. It will provide analytical support to assess its current performance and help create effective plans to deliver to NZR's vision. This position will play a key role in supporting NZ Rugby's ambitions to become more transformational, accountable and customer-centric and evidence based.

Key Tasks

Strategy development and business planning

- Support the CTO and the rest of the Executive Team to develop NZR's strategy for beyond 2020.
- In conjunction with the CTO & wider Executive Team, develop an annual Dashboard for NZR that's aligned to its strategic ambitions and supports timeliness and effective delivery of NZR's major projects.
- Help ensure strategies are sustainable through supporting financial plans with income and expenditure impact quantified for all plans.
- Help promote understanding of NZR's strategy and advise leaders in the strategy 'story'.

Stakeholder management

- Support the wider executive team to manage and sequence cross functional stakeholder communications to critical stakeholders across the Rugby landscape.
- Identify risks and solutions to ensure important stakeholders are well informed in a timely and efficient manner.
- Provide content and PowerPoint support for executive leaders tasked with communicating important messages in presentations.

Analysis and reporting

- Monitor and report business performance on a regular basis through NZR and business unit Dashboards.
- Work with the CTO to maintain the risk register and Board reporting process, and update as the strategy development process progresses.

Project Management

- Lead internal project management capability with initiative owners across NZR to ensure projects are delivered to target, in accordance with NZR's strategic priorities.
- Work with selected external consultants to support independent analysis and accountability across Rugby Inc stakeholders
- Work with executive sponsors to lead and manage NZR's major projects and ensure set targets and timeframes are agreed, planned and delivered.

Strategic advice and board reporting

- In conjunction with the CTO, provide advice to help ensure NZR stays strategic, help navigate the fast changing environment, continuously challenge its strategic direction and priorities, identify risks, gaps and opportunities, and associated strategic plays to address them.
- Provide support to strategic and/or business planning projects through development of the necessary market/data/financial analysis, and coordination of resources to successfully manage, develop and write a strategic and/or business plan.
- Provide ad hoc project support for a range of strategic initiatives from across NZR.
- Research projects with complex financial, legal and operational implications for NZR and help determine the approach to be taken and then help implement the agreed plan

Working Relationships

- Maintain an effective working relationship with relevant stakeholders.
- Establish and maintain effective working relationships with staff, external parties, and other business networks as required.

General

- Undertake other tasks as required and works as a member of the team to meet team and organisation 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.

Key Relationships

This position reports to:	Chief Transformation Officer
Other areas/people that report to this position's immediate manager:	<ul style="list-style-type: none">• General Counsel• Financial Controller• Senior Financial Consultant• Executive Assistant – Chief Financial Officer
This job's direct reports are:	Nil
External Relationships <ul style="list-style-type: none">• Commercial Partners• Consultancy and research firms• Provincial Unions and Super Rugby clubs• World Rugby & offshore Rugby Unions• Government agencies including Sport NZ and HP Sport NZ	Internal Relationships <ul style="list-style-type: none">• Staff across NZR• NZR community of analysts• Finance team• The Executive team• Board Strategy sub-committee

Person Specification

Experience

- Proven experience in research, insights and business analytics
- Proven experience in project management
- Experience in analysing and visualising data to draw business-relevant conclusions
- Experience in preparing reports and recommendations on findings
- Experience in strategy execution including monitoring and reporting business performance
- Ability to build highly effective relationships with internal and external stakeholders
- A tertiary qualification in relevant discipline

Skills

- Critical thinking
- Strong analytical and problem-solving skills
- Strong written and verbal communication skills including technical writing skills and ability to visualise data
- Relationship management and influencing skills
- Sound financial and commercial acumen including the ability to understand and analyse business information
- Strong computer literacy using Microsoft Office Suite - Excel, Word, Outlook, PowerPoint.

Competencies

Behaviour	Everyone	People Leaders
Be Welcoming	<ul style="list-style-type: none">• Respects and values others' styles, opinions, backgrounds and beliefs• Understands the motivations and situation of others• Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities	<ul style="list-style-type: none">• Stays connected to the team• Cultivates a team culture by advocating collaboration across teams• Actively seeks others' involvement
Be Our Best	<ul style="list-style-type: none">• Seeks and acts upon feedback to improve performance• Recognises & develops own strengths and work-ons• Shares knowledge and skills• Respects and values the contribution of others	<ul style="list-style-type: none">• Ensures the right people are in the right job at the right time• Provides the tools needed for success• Invests in growing our people and supporting their holistic development• Sets attainable challenges & recognises and reinforces development efforts

	<ul style="list-style-type: none"> • Identifies areas where a difference can be made and adds value • Works to gain trust and respect with all stakeholders • Responds positively to change • Is forward-thinking, always looking striving to improve and be the best • Consistently delivers on time • Puts their hand up when help is required or when it's required by others • Sees opportunities rather than barriers • Speaks up and challenges where there are issues, risk or inefficiencies 	<ul style="list-style-type: none"> • Shares information and provides effective coaching • Takes the time to understand individual's strengths and where/how they can add value • Engages and utilises people from across NZR in the development and execution of business priorities • Looks long-term, to generate and encourage new ideas • Walks the talk • Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges • Prioritises the wider team's goals and intentions accordingly
Be Passionate	<ul style="list-style-type: none"> • Demonstrates a can-do attitude, always open to opportunities • Pursues everything with energy and drive • Strives to achieve stretch goals • Always an ambassador for NZR and the game • Loves what we do – works here because it's fun and we connect with others • Is a team player, connects with people 	<ul style="list-style-type: none"> • Creates a highly engaged environment and culture • Encourages responsible risk taking where mistakes are owned and learned from • Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends
Play Fair	<ul style="list-style-type: none"> • Is honest and constructive in discussions • Acts for the good of the game and respects its heritage, history and heroes • Is open, supportive and considerate • Actively listens, considers and takes on board other views • Behaves with integrity and is responsible for own behaviour • Looks after others and steps in if something is not right • Fronts when something goes wrong, owns the action and the consequence 	<ul style="list-style-type: none"> • Ensures people know what is expected • Has the team's back • Trusts others to make good and timely decisions • Clearly and consistently communicates with all team members

Authorities / Dimensions of the Position

Staff – Nil

Budget – controls and expenditure budget

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

Manager Name: _____ **Signature:** _____ **Date:** _____

Employee Name: _____ **Signature:** _____ **Date:** _____