

POSITION DESCRIPTION



Position Title	Head of Provincial Union Rugby
Business Unit	Community Rugby
Reports to	General Manager – Community Rugby
Position Type	1.0, Permanent
Location	Wellington or Auckland, NZ
Date	February 2021

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, Investec 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

- Reporting to the General Manager Community Rugby, the Head of Provincial Union Rugby will lead and manage NZRs working relationship with the 26 Provincial Unions.
- To develop and foster strong working relationships with Provincial Unions that will ensure the issues/needs of Provincial Union Rugby are understood and addressed by NZR, and vice versa, and also allow the goals of all organisations to be met.
- Provide proactive support to Provincial Unions to ensure New Zealand Rugby funding is utilised in the most effective and efficient manner.
- Act as a key point of contact to ensure the issues/needs of Provincial Union Rugby are understood and addressed by NZR, and vice versa.
- Lead and support the development and implementation of NZR strategic priorities and initiatives within Provincial Union Rugby.

Key Tasks

Strategy Implementation

In conjunction with the General Manager Community Rugby, ensure Provincial Union requirements are met in the development of NZ Rugby strategies and initiatives and to champion those with all unions:

- Identify long-term needs of Provincial Unions and ensure these are addressed in the Rugby strategy through initiatives developed and supported by NZR.
- Champion this strategic direction with management at Provincial Union level.
- Take a proactive approach to research and investigate ways in which efficiencies can be made across Provincial Union rugby e.g. group buying, customer relationship management systems etc.

Relationship Management

Provincial Unions

- Foster and develop sound relationships with Provincial Union CEOs, Chairs, Financial Managers and other key stakeholders.
- Along with the General Manager Community Rugby, ensure excellent relationship management with key Provincial Union stakeholders, underpinning constructive and effective relationships with appropriate rapport.
- Act as a key point of contact for escalated PU Rugby issues, ensuring both parties are aware of and understand issues as appropriate. Apply sound judgement in keeping the General Manager Community Rugby abreast of issues.
- Lead the development and execution of the PU Relationship Agreements with Provincial Unions which clearly sets out the obligations between Unions and NZR in terms of funding, monitoring, performance, competition participation, broadcasting, commercial, property rights and engagement.
- Manage the Provincial Union Funding Reviews as and when they occur within the financial constraints set by the NZR Board.
- Ensure the information needs of PU Rugby stakeholders are anticipated and supported with legislative, compliance and governance issues such as health and safety, diversity and integrity.
- Manage the Provincial Union CEO and Chairmen meetings.
- Manage the compilation of Provincial Union benchmarking reports on financial information, and the reporting of this to the NZR Board and Provincial Union Management.
- Manage the allocation of NZR funding for Provincial Unions.

NZR

- Lead the delivery of support services to provincial unions by effective communication and influencing of NZR service areas, such as Legal, IT, Finance and HR
- Facilitate, as required, advice and guidance on other specialist areas including governance, funding and investment.

Financial Management, Performance Management and Provincial Union Financial Reporting

- Review Provincial Union GARAP (rugby accounting) reporting and financial projections of Provincial Unions and provide analysis and recommendations for use by the Executive Team and Board as required.
- Provide assistance to Provincial Unions in their business planning, goal setting and measurement processes (Balanced Scorecard).
- Lead the compilation of benchmark information on a range of PU areas for comparative purposes.
- Provide advice on financial aspects of Provincial Unions where a concern has been raised including but not limited to analysis, modelling and reporting.
- Lead any relevant KPI Funding process for Provincial Unions, including reviews.

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

Health & Safety (for the team)

- Ensures staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely
- Ensures the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

This position reports to:	General Manager – Community Rugby	
• Other areas/people that report to this position's immediate manager:	<ul style="list-style-type: none">• Participation Development Manager• National Game Development Manager• Injury Prevention and Wellbeing Manager• Executive Assistant – Community Rugby	
• This job's direct reports are:	<ul style="list-style-type: none">• tbc	
External Relationships <ul style="list-style-type: none">• Provincial Unions	Internal Relationships <ul style="list-style-type: none">• CEO and Executive Team	

<ul style="list-style-type: none"> • Regulatory bodies • Auditors • Financial Advisors • Gaming Trusts • RSTs • Sport NZ • Touch NZ • Associate Members 	<ul style="list-style-type: none"> • New Zealand Rugby Board • New Zealand Rugby Staff
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Person Specification

Experience

- Extensive management experience, including significant customer relationship management.
- Experience in a Provincial Union or similar sporting environment, ideally senior management level.
- Proven experience providing management and financial advice and solutions in a business context to stakeholders.

Knowledge

- Understanding of modern accounting and reporting systems.
- Understanding of modern rugby operating environment.

Skills

- Project leadership skills, including strong research and analytical skills.
- The ability to develop effective working relationships with internal and external stakeholders
- Specifically, an understanding of stakeholder management and the ability to influence stakeholders over and above just having good relationships with them

Educational and Professional Memberships

- A tertiary degree in accounting/finance/economics or management discipline.

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 	<ul style="list-style-type: none"> • Stays connected to the team • Cultivates a team culture by advocating collaboration across teams • Actively seeks others' involvement

	<ul style="list-style-type: none"> • Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities 	
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 • 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"> • 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 • 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

<p>Play Fair</p>	<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
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Authorities / Dimensions of the Position

Staff – tbc

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: _____