

Title: Personal Development Manager (PDM)	Organisation: Waikato Rugby Union
Remuneration: Annual Salary plus vehicle	Reports to: NZRPA – National Personal Development Programme Manager
	Waikato Rugby Union– CEO / Director of Rugby

Purpose of the role:

The primary responsibility in delivering the services is to challenge, support and assist players in their personal and professional development. This includes working with players to advance their ability to manage their professional rugby career, educational qualifications, career prospects outside of rugby and personal planning. This particularly involves working with emerging players (including male and female rugby players retained under Provincial Union Academy Arrangements, through the Academy and Development programmes themselves), currently contracted players and as required past players.

Personal Development Managers Key Tasks:

Implementation, Coordination, Facilitation and Delivery of Personal Development Content and Services

In conjunction with the NZRPA/ NZR/ Provincial Union and with the support of key stakeholders and subject matter experts, develop awareness and education programmes with a primary focus on key personal development areas, for the delivery to contracted players and including at least the following topics:

- Financial management
- Career Orientation education
- Risk awareness (e.g. decision making, alcohol, relationships, player conduct and social media) education
- Mental Health and Wellbeing education
- Self-Awareness education (including Family and Cultural)
- Basic concepts of the Professional Rugby landscape (e.g. contracting, agents and employee obligations).

With the support of key stakeholders and subject matter experts lead and develop education programmes that support players to:

- Undertake some form of meaningful career and education development outside of professional rugby (e.g. work experience, mentoring, educational and vocational study options).
- Develop a Financial and Asset Protection plan to proactively manage their financial affairs (e.g. banking, accountancy, insurance).
- Make good decisions when it comes to managing their off-field Professional Rugby commitments. (e.g. risk awareness, integrity matters, employee obligations).
- Understand the importance of Personal Development and mental wellbeing; and demonstrate the right character traits to contribute positively in all areas of their lives (e.g. self-identity, life balance, leadership, communication).

With the support of key stakeholders provide transitional guidance and assistance for players in at least the following instances:

- Entry into the professional rugby environments
- Movement between competitions and teams
- Exit from the professional rugby environments
- Movement Overseas and when returning to New Zealand

Develop and maintain a professional and reputable regional network of external providers who can be called on to provide tailored educational content and on-going support to players in the areas identified above.

Establish a regular cycle of communication with players and other key stakeholders that takes account of at least the following aspects:

- Individual Player entry and exit interview meetings
- Individual Player and team personal development planning and update meetings
- Player and Provincial Union staff programme planning and review meetings
- External provider planning and review meetings
- National Personal Development Program duties (e.g. regional and national conferences, workshops and phone conferences).

Administration and Operational Management

With the support of the National Personal Development Program Manager and other

key stakeholders, manage the programmes operational and administrative duties, covering at least the following tasks:

- Collection and entry of individual player and Team personal development information into a designated player information database
- Preparation of programme planning and reporting documentation
- Preparation and efficient management of a programme related operational budget
- Supplying content to designated NZRPA/ NZR communication platforms for the promotion of player personal development.

General

Undertake other duties or project work as determined by the National Personal Development Program Manager to meet national program objectives.

Key Relationships

Provincial Union CEO

NZR / NZRPA

Academy Players

Provincial Union Players

Coaches and Team Management

Relevant program providers and advisors