



POSITION DESCRIPTION

JOB TITLE: NZRL KIWI FERNS **Manager**

APPOINTMENT TERM: One (1) year plus one (1) year extension dependant on campaign review

REPORT TO: General Manager of High Performance and Football & Head Coach

New Zealand Rugby League:

Our Vision: Te Iwi Kiwi - Build a stronger family, community & game

Our Mission: To serve & lead our people to success through rugby league "more than just a game"

Our Values: Integrity, Respect, Leadership, Courage, Passion

NZRL and Rugby League is a proven performer on the World stage and as a community leader dedicated to affecting social change within our community through sport.

GENERAL DESCRIPTION:

Team Manager will be the key person responsible for liaising between the team and NZRL. As part of the management team you will be a role model for the players and other management staff members. There is an expectation that all management staff will adhere to the NZRL pledge and live these values.

KEY DATES:

Selection dates

Saturday 2 – Monday 4 June 2018 (Queens Birthday weekend) – Auckland based

Fixture dates

Campaign Saturday 6 – Sunday 21 October 2018 – Campaign and training dates and structure to be determined in conjunction with Head Coach Appointment

Key Responsibilities:

- Key logistical contact for team with the NZRL High Performance team
- Maintain a current list of players in the squad along with appropriate contact details and health/emergency information.
- Manage all travel, accommodation, apparel and meal requirements for the team.
- Account for and manage all campaign financial matters.
- Assist team management in any reasonable manner to ensure the smooth operation of the team / campaign.
- Where appropriate receive and return team equipment and uniforms to NZRL at completion of campaign.
- Co-ordinate the team photo with the designated photographer providing full names spelt correctly.

KNOWLEDGE AND SKILLS REQUIRED:**Skills and Qualifications:**

- Holds a current and valid NZRL Level 1 Manager's certificate
- NZRL Zone or Premier club level experience preferred
- A minimum of 3 years' experience in a relevant role
- The ability to plan and prioritise own tasks and activities
- Strong communication and organisation skills
- Leadership and diplomacy skills

Planning and Reporting:

- Prepare Report in NZRL prescribed format to be completed within agreed deadline
- Assessment of the suitability of suppliers used for Team needs in terms of cost versus quality

Personal Attributes:

- Shows initiative and determination to finish all duties and specified tasks
- Highly motivated and determined to achieve any given task and/or challenges that you may face
- Flexible and understanding of different cultures and backgrounds when dealing with people
- Have a 'can do' attitude to all tasks and challenges
- Be honest in all dealings