



## POSITION DESCRIPTION

**JOB TITLE:** NZRL Talent Development Programme; **Manager**

**AGE GROUPS:** 16s and 18s

**FOUR (4) HUB LOCATIONS:** Two (2) in Auckland, one (1) in Central North Island (Upper Central and Mid Central) and one (1) in Lower North and South Island (Wellington and South Island)

**HOURS OF WORK:** This role requires a commitment of 6 - 10 hours per week. Must be available for some evenings during the week, Saturday mornings and weekend camps over a 12 week period, from January 2019 to March 2019

**REPORT TO:** Hub Manager, Head Coach and National Talent Manager

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### **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 respective Hub Manager. 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:**

Planning and induction dates:

20 / 21 October 2018

Commencement of programme: 24 / 25 November 2018

12 January – 31 March 2019\*

*\*Will include some evenings and weekend commitments, dependant on location and hub*

### **Fixture dates**

Weekends in March

**Key Responsibilities:**

- Maintain a current list of players in the squad along with appropriate contact details and health/emergency information
- Work with respective hub manager on all travel, accommodation, apparel and meal requirements for the team
- 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 to Hub Manager
- 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 17s 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:**

- Submit training details if required – attendance, injuries etc.
- Submit a review at the end of the campaign
- Liaise with Hub Manager

**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