

# POSITION DESCRIPTION

**JOB TITLE:** NZRL Residents **Manager**

**HOURS OF WORK:** This is a voluntary role that requires a commitment of some weekend work and a camp for the campaign.

**APPOINTMENT TERM:** 2019 Campaign vs. England Community Lions.

**REPORT TO:** Head Coach and NZRL National Teams Manager

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Rugby league has played a significant part in New Zealand sport for over 100 years. Formed in 1910, New Zealand Rugby League (NZRL) is the governing body for the sport of rugby league in New Zealand.

## **New Zealand Rugby League goals:**

- Rugby league enjoyed by more people
- A financially sustainable NZ Game
- Women's game thriving and enhanced opportunities for women in the game
- Kiwis and Kiwi Ferns inspirational & aspirational
- NZRL to be a model modern sports organisation

Through our "**More Than A Game**" philosophy, NZRL aspires to transform lives and community wellbeing through Rugby League.

Underpinning this philosophy is **The Kiwi Way**.

We are diverse, we call New Zealand home and therefore we are all Kiwis.

We are inclusive, respectful and humble

We are responsible

We are innovative and courageous

We are family first

**We live and play The Kiwi Way every day**

**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:****Campaign dates:**

Tuesday 29 / Wednesday 30 October – Friday 1 November 2019; Auckland based

**Fixture date:****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 as outlined by key NZRL personnel.
- Account for and manage all campaign financial matters in line with budgets set by NZRL.
- 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:**

- Managing of a team in the Men's NZRL National Premiership, Southern or Northern Championship competitions
- 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

Friday 1 November 2019; Auckland

**Planning and Reporting:**

- Prepare Report in NZRL prescribed format to be completed within the 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
- Overall live the Kiwi Way everyday