



POSITION DESCRIPTION

POSITION:	Kiwis Team Manager
REPORTS TO:	High Performance General Manager
LOCATION:	NZRL House, Penrose, Auckland
DATE:	February 2016
TERM:	Fixed-term contract – expiry December 16, 2017

OBJECTIVE OF KIWIS TEAM MANAGER

The Kiwis team manager has a primary role, under the guidance of the high performance general manager and the Kiwis head coach, to ensure the optimum environment is in place for the Kiwis to prepare and succeed on the world stage (test matches, 2016 Four Nations tournament, Rugby League World Cup 2017 etc).

ROLE OF KIWIS TEAM MANAGER

The Kiwis team manager will be required to support the Kiwis head coach and NZRL management with all team activity planning (camps/training), administrative and touring requirements associated with the Kiwis team.

CORE RESPONSIBILITIES AND PRIORITIES

The Kiwis team manager will be responsible for performing the following roles and/or delivering the following outcomes for the team:

- Programme administration & logistics
- Tour management activities
- Development of legacy culture in the high performance department

KEY RESPONSIBILITIES

1. Programme administration & logistics

- Assist the high performance coaches by supplying administrative support on the day-to-day operations for the Kiwis;
- Co-ordinate all programme logistics with regards to scheduled events, tours, selection processes and camps;
- Work within the parameters of established policy guidelines (NZRL team manager's manual), and in accordance with domestic and overseas tour agreements;
- Deliver operational budgets in accordance with planning guidelines, budget limitations and tour agreements;
- Assist the high performance general manager with maintaining all documentation associated with Drug Free Sports NZ and RLIF anti-doping expectations of the players;

- Ensure that all player data entry pertaining to squad members is updated frequently by the relevant coaching and medical staff;
- Manage the communication of information pertaining to training camps and tour details with all named players;
- Lead the process of co-ordinating and booking all flights, accommodation, ground transport, training facilities, gymnasiums etc, and ensure that all bookings are in accordance with budget guidelines;
- Manage the process of tour itineraries;
- Manage and monitor the proper registration and insurance for all squad members, both players and team staff;
- Manage all documentation that is required by NZRL, RLIF, RLWC2017, national unions, national authorities, airport authorities, border agencies, travel agencies etc;
- Manage the entire process of kit and equipment preparation in accordance with budget allocation and order policy;
- Liaise with NZRL staff on all matters pertaining to marketing and sponsorship, media and communications, finance (player allowances, expenses, reconciliation etc) and insurance;
- Manage all medical support requirements in conjunction with the team doctor and physiotherapist.

2. Team management activities

- Provide leadership and support to the team management as required;
- In conjunction with the high performance general manager and Kiwis head coach, own and continue to develop the Kiwis team culture "Te Iwi Kiwi" that leads to sustained excellence in performance at the elite level;
- Co-ordinate all daily/weekly schedules and agendas, connecting day-to-day operations with the tour itinerary;
- Ensure all training facilities and equipment has been booked, and is available for scheduled sessions;
- Act as liaison between the team and the host league and/or RLIF/RLWC2017;
- Lead and support any emergency issues that require management;
- Manage player and team conduct in closed and public settings. Deal with discipline on an as needed basis;
- Manage the needs and protocols established by the medical and strength & conditioning staff;
- Act as an ambassador for NZRL to engage full support from national team staff and athletes in relation to any community in-reach/outreach/and sponsor/partner events;
- Manage the process of completing tour reports for the review of the head coach and high performance general manager on an agreed-upon basis;
- All other duties as required by the high performance department.

3. Legacy culture

- A strong "Te Iwi Kiwi" culture to be passed on to the next management team;
- Work with the high performance general manager in the planning, delivery & review of the NZRL managers qualification standards & pathways;
- Identify, train and support volunteers who will on occasions act as assistant (volunteer) team managers and/or team managers for other NZRL programmes (Junior Kiwis, Kiwi Ferns, age group teams etc);
- Translate key elite Kiwis managerial expertise, learnings & insights into the team environment for other NZRL high performance teams, including the production of a NZRL team manager's manual.

PERSONAL ATTRIBUTES/VALUES

The team manager will be a person who:

- Lives NZRL's values of integrity, respect, leadership, courage and passion, and keeps them to the fore in all interactions, internally and externally;
- Has an ability to work independently without supervision, but in accordance with documented policy and procedure guidelines;
- Has a record of working as a team member, as well as a history of performing in situations that require self leadership and initiative;
- Has an ability to balance team/athletes' needs and goals with those of the NZRL administration;
- Has a background that displays people management, and people leadership skills and attributes;
- Has a background that displays excellent stakeholder relations and workplace co-operation.

KEY RELATIONSHIPS

Internal	External
High performance general manager Kiwis head coach Kiwis management & players Kiwi selectors NZRL staff	RLIF/RLWC2017 management NZRL key commercial partners NRL staff

KEY COMPETENCIES/EXPERIENCE:

Demonstrate a high level of knowledge, skills and abilities in the following areas:

- Knowledge and/or experience of national/international sport that may have been gained from playing or an administrative background or some other involvement within the game that has required the individual to understand the needs of athletes, coaches, performance environments etc.;
- A comprehensive understanding of team management would be highly desirable;
- Excellent organisational and planning skills;
- Computer literacy especially with internet, player-tracking systems, spreadsheets, word processing and power point presentations;
- Excellent written and verbal communication skills.