

Role Description

General Manager, Netball Wellington Region

ROLE TITLE	General Manager
EMPLOYER	Netball Wellington Region (NWR)
ORGANISATION DESCRIPTION	<p>Netball Wellington Region is one of 12 regions nationwide. It has 5 centres; Wairarapa, Hutt Valley, Wellington, Kapi Mana and Kapiti. It is a shareholder of Central Netball Regions Ltd which runs the Haier Pulse netball franchise.</p> <p>The Region works with its member Centres to set and communicate the standard across the region for delivering high quality and innovative competitions that encourage participation and deliver success at the national level. It is responsible for high performance and development programmes and provides leadership and support, as agreed, with the Centres.</p> <p>The Region provides administrative and operational support to the Haier Pulse Franchise as agreed</p>
REPORTS TO	NWR Chair
LOCATION	ASB Sports Centre Cobham Drive Kilbirnie Wellington
HOURS OF WORK	Core hours 8am to 5pm Monday to Friday, 40 hours per week Due to the nature of the role, it is expected that work outside of these hours will be required from time to time.
REMUNERATION	\$80 000
DIRECT REPORTS	Netball Development Manager – to be filled Netball High Performance Manager – to be filled Finance/Admin Support Officer Game/Draw Support Officer Event/Team Support Officer
KEY RELATIONSHIPS	Centre representatives (as agreed in service model) Central Pulse General Manager Netball New Zealand counterparts
MAIN PURPOSE OF ROLE	<hr/> to December 2011 Drive the NWR restructure by working with the Amalgamation Committee, implementing decisions made and managing the change that results from the agreed new structure of Netball Wellington Region.

January 2012 – March 2012

To bed down the new structure by leading the identification and implementation of efficient and effective operational policies, procedures and systems in-line with the new organisation that reflect agreements with netball centres.

March 2012 onwards

Deliver leadership and support to netball Centres and work with stakeholders to ensure continuous improvement of service and delivery of quality netball and administrative outcomes for the region.

MAIN RESPONSIBILITIES

to December 2011

- Develop budgets and annual plans with current Region/Centre staff and/or boards as requested and required
- Participate in Amalgamation committee meetings
- Communicate decisions and changes to all stakeholders
- Set and monitor progress towards key objectives for all direct reports
- Set up High Performance Advisory Committee
- Assess resource requirements around admin support roles and make recommendations to Amalgamation committee
- Manage any redundancies with affected staff and Centres
- Lead recruitment for finalised admin support roles

January – March 2012

- 'induct' new team into the new organisation
- Build new team by communicating expectations, setting individual and team objectives that align with strategy
- Establish effective people management practices
- Work with Centres to negotiate and draft a Service Level Agreement that reflects new organisational structure and meets expectations agreed to during consultation
- Work with NWR Board, Centres and other stakeholders to understand where efficiencies can be made within operational areas in the new organisational structure:
 - Business Development – new competitions and in turn membership growth
 - Budget & Financial Management systems etc
 - Board liaison & reporting
 - Funding
 - Information Technology
 - People & Capability leadership (HR)
 - Competition and Registration systems and approach for draw 2012
 - Policies & Procedures (internal and netball)
 - Strategic & Business Planning
 - Contract /Relationship Management
- Work with NWR Board and Centres to prioritise areas/projects

- Develop comprehensive project plans for each efficiency project and present to stakeholders
- Manage delivery of key projects that will deliver urgent efficiencies and productivity improvements

March 2012 ongoing

- Deliver agreed upon services for centres
- Establish proactive communication channels and tools that continuously monitor service delivery to centres and stakeholders to reflect evolving needs, expectations and outcomes in Service Level Agreements
- Manage delivery of ongoing projects to improve efficiencies and productivity
- Work with Centres and stakeholders to research and propose innovative, sustainable competitions that meet evolving netball needs that result in significant growth for the region
- Embed the new organisational structure through empowering the new team and leading initiatives
- Work with Central Pulse General Manager to develop sponsorship and marketing opportunities for the Region and Centres
- Deliver all general management outcomes as agreed by NWR board by effectively managing others or delivering personally in each of these areas:
 - Business Development
 - Budget & Financial Management
 - Board liaison & reporting
 - Funding
 - Information Technology
 - People & Capability leadership (HR)
 - Competition and Registration draws
 - Policies & Procedures (internal and netball)
 - Strategic & Business Planning
 - Contract /Relationship Management

EXPERIENCE AND QUALIFICATIONS

Senior role for experienced general management professional, preferably with netball/sport administration experience
 Well developed financial management skills
 Advanced user of Excel
 Experience negotiating and documenting service level agreements, memorandums of understanding etc
 Experience working with all aspects of general management i.e. HR, Finance, Operations, IT
 Proven success building and managing teams of people
 Well developed report writing skills
 Experience planning and managing projects
 Ideally have worked in a volunteer environment
 Experience working in a changing environment

PERSONAL QUALITIES

A confident, credible leader who inspires others

A clear, confident communicator who can communicate ideas and formulate recommendations in a professional, succinct manner
A passion for netball or sport in general, and a realistic understanding of the sport administration environment
Adept at bringing people together and leveraging their respective knowledge and skills