



COOK ISLANDS NETBALL ASSOCIATION

National Netball Development Manager Position Description

Reports to:	Pacific Netball Partnership	Location:	Rarotonga
Employee Name:		Date:	

RELATIONSHIPS:

External	Internal	Committees/Groups
Netball New Zealand Netball Australia ASC & ASOP Oceania Netball Federation Travel & Accommodation Agent Netball Facilities School Sport Coordinators Volunteers Ministry of Education Ministry of Sport & Culture Ministry of Health Ministry of Finance NZ AID AUS AID Other Suppliers	National Netball Executive National Netball Development Officer Coach Development Coordinator Umpire Development Coordinator Volunteers Coordinator Clubs	Advisory Groups Other groups as relevant

DIMENSIONS AND AUTHORITIES:

Staff Reporting 4	Paid Netball Development Officer	Volunteer Coach Development Coordinator Umpire Development Coordinator Volunteers Coordinator
Expenditure Budgeted	\$1000 Per financial delegations of authority	
Contractual Authority	As per delegation of authority	

Key Accountabilities	Critical Factors
To provide all executive officer services to the Board of CINA.	<ul style="list-style-type: none"> • <i>Secretary to the Board</i> • <i>Protocols for information distribution and decision-making processes</i> • <i>Preparation and distribution of papers and minutes of Board proceedings</i> • <i>Compliance with obligations of the Netball Development Manager as prescribed in the Constitution</i> • <i>Agree and observe delegations and limits of authority</i>
To develop strategies, policies and business plans for Board consideration.	<ul style="list-style-type: none"> • <i>Annual process for planning</i> • <i>Liaison with Chair of the Board to ensure consistency and relevance</i> • <i>Alignment with National Netball Organisation strategies</i>
To comply with and communicate policies and strategies approved by the Board.	<ul style="list-style-type: none"> • <i>Comprehensive and succinct documentation and availability of policies</i> • <i>Commitment and engagement of the netball community</i> • <i>Processes for review and feedback</i> • <i>Knowledge of constitution</i>
To implement the strategies for netball at the elite level and protect and foster the “grass roots” structures of CINA.	<ul style="list-style-type: none"> • <i>Relationships and processes for communications with the Netball community</i> • <i>Management of relationships with high performance/elite game activities and opportunities</i> • <i>Familiarity with National Strategic Plan</i> • <i>Execution of strategies approved by the Board</i> • <i>Allocation of resources and design of programmes for optimum effectiveness</i> • <i>Innovative playing structures for promotion of participation and access (eg. Village games, Fastnet, Secondary School & Junior netball, Club competitions, Social, Men’s, Mixed, Twilight etc.).</i>

Key Accountabilities	Critical Factors
<p>To ensure the utilisation of assets and resources.</p>	<ul style="list-style-type: none"> • <i>Establish and lead approved financial and management processes for CINA.</i> • <i>Recognition of the different needs of elite and game development level activities</i> • <i>Manage financial performance and physical risk</i> • <i>Establish and manage internal controls, management information systems and accounting records</i> • <i>Protect and enhance assets, investments and facilities</i> • <i>Establish and grow relationships with aligned organisations, including optimisation of available assets (eg. school grounds, stadium facilities, sports science)</i> • <i>Use technology, innovation and best practices to ensure constant improvement of management processes</i> • <i>Optimisation of national investments, databases.</i>
<p>To promote the “brand” of CINA, the sport of netball and the integrity of the game through strong marketing strategies.</p>	<ul style="list-style-type: none"> • <i>Utilisation of information and sources for the promotion of netball and attraction of sponsorship</i> • <i>Communication plans and timely processes that ensure well-informed netball and general communities</i> • <i>Media relations that acknowledge and customise to the needs of different media</i> • <i>Management of sales, public relations, branding, partnership and sponsorship opportunities to optimise CINA financial and performance positions</i> • <i>Innovative and commercial marketing ventures</i>
<p>Development and management of strategic alliances.</p>	<ul style="list-style-type: none"> • <i>Strategic partnerships with primary, secondary and tertiary education providers</i> • <i>Active involvement in netball community</i> • <i>Platforms for communications (including the media, sport and national development forums)</i> • <i>Relationships with key stakeholders</i> • <i>Relationships with other local sport and generic support services</i> • <i>Identification of opportunities for resource and skill sharing</i>

Key Accountabilities	Critical Factors
<p>Create opportunities for financial growth, innovation and sport leadership.</p>	<ul style="list-style-type: none"> • <i>Optimisation of national investments in funding netball</i> • <i>Establish and grow relationships with aligned organisations and key sponsors / funders</i> • <i>Ensure key funders are recognised appropriately</i> • <i>Access local community funds through new initiatives</i> • <i>Design a growth strategy for netball nationally</i>
<p>To meet or exceed CINA performance standards.</p>	<ul style="list-style-type: none"> • <i>Appropriate levels of professional management and sport support</i> • <i>Establishing and being accountable for game management and operational standards nationally</i> • <i>Management of appointments and contractual relationships in accordance with Board policies (including appointments to representative team management and support functions)</i> • <i>Design and leadership of an organisation structure and model suitable for the needs of CINA</i> • <i>Service standard commitments to the netball community</i> • <i>Integrity and efficiency of core business processes.</i> • <i>Best practice in human resources management (for employees and volunteers)</i> • <i>Consistency of CINA operations with policies and strategies</i> • <i>Appropriate involvement at national level in game development strategies: elite and grass roots</i>
<p>Achievement of Key Performance Indicators for the success of CINA.</p>	<ul style="list-style-type: none"> • <i>Qualitative and quantitative measures for grass roots and elite game performance</i> • <i>Financial management and performance</i> • <i>Nationwide rates of player participation and availability and development of game officials and administrative supporters.</i> • <i>Measure of supporter and sponsor satisfaction.</i>

COMPETENCY PROFILE

COMPETENCY	DESCRIPTORS
Strategic Ability	<ul style="list-style-type: none"> • <i>Accurate anticipation of future consequences and trends.</i> • <i>Broad knowledge and perspective.</i> • <i>Future oriented.</i> • <i>Communicates credible scenarios and possibilities.</i> • <i>Creates competitive and innovative strategies and plans.</i>
Business Acumen	<ul style="list-style-type: none"> • <i>Knowledge and application of business policies, processes, practices, trends and information.</i> • <i>Willingness to be accountable and measured on performance.</i> • <i>Understands the management environment and disciplines.</i> • <i>Accepts legal and fiduciary responsibilities.</i> • <i>Networks effectively in the netball community and in the wider sport and other relevant communities.</i>
Integrity and Trust	<ul style="list-style-type: none"> • <i>Is widely trusted and seen as a direct and open person.</i> • <i>Has values-based leadership and management style.</i> • <i>Can deal with conflict, ambiguity and information in an appropriate and positive manner.</i> • <i>Acts in all settings in a way that is befitting of the position of Netball Development Manager.</i>
Stakeholder Focus	<ul style="list-style-type: none"> • <i>Recognises the diversity and range of stakeholders.</i> • <i>Establishes and maintains effective relationships.</i> • <i>Talks and acts with stakeholders in mind.</i> • <i>Ensures valid information is used in decisions to do with stakeholders.</i>
Leading Vision and Purpose	<ul style="list-style-type: none"> • <i>Creates and communicates a compelling purpose for the organisation.</i> • <i>Creates milestones and symbols to engage support for the vision.</i> • <i>Communicates clearly and appropriately using a variety of channels.</i> • <i>Behaves maturely and invests time and effort in ensuring maximum "buy-in" to ideas and activities.</i>

COMPETENCY	DESCRIPTORS
Organisational Agility	<ul style="list-style-type: none"> • <i>Knows how to get things done through formal and informal channels.</i> • <i>Understands and respects the origin and reasoning for key policies, practices and procedures.</i> • <i>Develops organisational strategies, structures and processes in flexible and practical ways.</i> • <i>Can marshal resources (people, funding, support, etc.) and manage multiple activities.</i> • <i>Uses resources effectively and efficiently.</i> • <i>Arranges information and work processes in a useful and logical manner.</i>
Leading and Motivating People	<ul style="list-style-type: none"> • <i>Establishes clear directions.</i> • <i>Sets challenging objectives.</i> • <i>Distributes workloads fairly and appropriately.</i> • <i>Lays out work in a well-planned and organised manner.</i> • <i>Maintains and encourages two-way dialogue on issues and results.</i> • <i>Can motivate many kinds of subordinates, volunteers and supporters.</i> • <i>Sets credible development plans and assignments for people.</i> • <i>Is someone people like working with and for.</i>
Planning	<ul style="list-style-type: none"> • <i>Can set goals, objectives and measures.</i> • <i>Knowledgeable about scoping assignments and projects.</i> • <i>Clearly assigns responsibility for tasks and decisions.</i> • <i>Monitors results: focuses on the “what”, not the “how”.</i>
Leading through Systems and processes	<ul style="list-style-type: none"> • <i>Employing best practice for the management of processes and procedures.</i> • <i>Integrity and transparency of own practices and ideas.</i> • <i>Effectively acquires information from multiple sources</i>
Quality Decision Making	<ul style="list-style-type: none"> • <i>Makes decisions in a timely manner, sometimes under tight deadlines and pressure.</i> • <i>Understands what information is required in order to make decisions.</i> • <i>Can achieve consensus.</i>