



COOK ISLANDS NETBALL ASSOCIATION

National Netball Development Officer Position Description

Reports to:	Netball Development Manager	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 Coach Development Coordinator Umpire Development Coordinator Volunteers Coordinator Clubs	Advisory Groups Other groups as relevant

DIMENSIONS AND AUTHORITIES:

Staff Reporting - Nil	Paid	Volunteer
Expenditure - Budgeted	\$500 Per financial delegations of authority	
Contractual Authority	Nil	

Key Accountabilities	Critical Factors
To provide all administrative services to the NDM of CINA.	<ul style="list-style-type: none"> • <i>Preparation and distribution of papers and minutes of Netball Development meetings & proceedings</i> • <i>Agree and observe delegations and limits of authority</i>
To develop annual plans for NDM consideration.	<ul style="list-style-type: none"> • <i>Annual process for planning</i> • <i>Liaison with NDM 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>Knowledge 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 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 grass roots game activities and opportunities</i> • <i>Familiarity with National Strategic Plan</i> • <i>Execution of strategies approved by the Board</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>
To promote the “brand” of CINA, the sport of netball and the integrity of the game.	<ul style="list-style-type: none"> • <i>Utilisation of information and sources for the promotion of netball</i> • <i>Assist with implementation of communication plans and timely processes that ensure well-informed netball and general communities</i> • <i>Establish & maintain sound national Media relations</i>
Development and management of strategic alliances.	<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
Create opportunities for growth, innovation and sport leadership.	<ul style="list-style-type: none"> • <i>Establish and grow relationships with aligned organisations</i> • <i>Implement growth strategy for netball nationally</i>
To meet or exceed CINA performance standards.	<ul style="list-style-type: none"> • <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 volunteers)</i> • <i>Appropriate involvement in national game development strategies for grass roots</i>
Achievement of Key Performance Indicators for the success of CINA	<ul style="list-style-type: none"> • <i>Qualitative and quantitative measures for grass roots game performance</i> • <i>Nationwide rates of player participation and availability and development of game officials and administrative supporters.</i> • <i>Measure of supporter satisfaction.</i>

COMPETENCY PROFILE

COMPETENCY	DESCRIPTORS
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 Officer.</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>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>
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>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>
Planning	<ul style="list-style-type: none"> • <i>Can set goals, objectives and measures.</i> • <i>Knowledgeable about scoping projects.</i> • <i>Clearly assigns responsibility for tasks and decisions.</i> • <i>Monitors results & evaluates</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>

COMPETENCY	DESCRIPTORS
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 for stakeholders</i> • <i>Is someone people like working with and for.</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>