



POSITION DESCRIPTION

SPORT AND OPERATIONS MANAGER - COLLEGE SPORT WELLINGTON

Responsible to:	Executive Director
Functional relationships:	College Sport Wellington Managers Sport New Zealand Regional & National Sports Bodies School Sport New Zealand Principals Regional Sports Directors School Sports Staff Code Convenors

1 Background

College Sport Wellington is an Incorporated Society and Charitable Entity whose primary function is to initiate, promote and coordinate sporting opportunities for secondary school students of the greater Wellington region.

2 Position Responsibility

To provide leadership & direction to member schools and their personnel, in particular in the areas listed and in so doing, ensure that College Sport Wellington continues to be at the forefront of secondary school sport and physical activity delivery in New Zealand:

- Administration
- Communication
- Professional Support & guidance
- Resource Management & Development
- Promotion

This position has a particular focus upon ensuring College Sport Wellington operates at a high standard and continues to provide a quality service to its stakeholders.

3 Key Accountabilities

3.1 Sports

- Managerial, promotional & organisational responsibility for a portfolio of sports, including liaison with both regional and national bodies. The portfolio of sports will be determined based on the relevant skills, experience and interests of the successful candidate.

3.2 Operations

- Responsibility for the liaison with providers, daily management, maintenance and ongoing development of the College Sport sports management system and database.
- Managerial responsibility for collation of data and compilation of College Sport Directory & Wall Planner.
- Personal assistance to and representation of the Executive Director as required.
- Managerial oversight and preparation of sports fee invoicing to schools.
- Managerial oversight and liaison for maintenance of office supplies, print needs and trophy requirements.
- Responsibility for the co-ordination of the nominations, certificates and trophies for the Sports person of the Year Awards (The SPOTYS)
- Work with the College Sport Wellington Sport and Engagement Manager to ensure the events and activities of the sports listed within this position description are promoted to stakeholders.
- Ensure media are kept in touch with the sport codes under the portfolio management of this position.
- Maintain positive working relationships with all member schools, regional & national sports bodies.

4 General Duties and Responsibilities

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.

- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

5 Skills, Experience and Education

- Experience in office management and accounts receivable
- Budget management
- Excellent communication and liaison skills
- Proactive and the ability to develop creative solutions for effective problem solving
- Strong interpersonal skills; approachable, patient and discrete
- Exceptional self-management and time management