



High Performance Administration & Logistics Manager

ABOUT SWIMMING NEW ZEALAND

Swimming New Zealand (SNZ) is the National organisation that represents competitive pool and open water swimming - helping to ensure every New Zealander swims to their potential. Through its membership of Aquatics New Zealand, New Zealand is affiliated to the Federation Internationale de Natation (FINA) and the NZ Olympic Committee (NZOC). Swimming New Zealand also has an active role in the promotion of water safety, learn to swim, education and certification of swimming instructors and swim schools. Swimming New Zealand is a Core member of Water Safety New Zealand.

The vision for the New Zealand Swimming High Performance Strategy 2013-2020 is for inspirational swimmers, exciting the nation through exceptional results, with a mission to create a sustainable high performance environment that systematically produces world class performances.

This is achieved through:

- World class coaching
- Strong team culture
- Strong team leadership and direction
- Integrated athlete pathway
- Podium results
- Athlete role models

In 2014 New Zealand swimmers achieved three gold and one silver medal at the Glasgow Commonwealth Games as well as two silver and two bronze at the Pan Pacific Championships, and has more swimmers than ever before in the top 50 in the world.

HIGH PERFORMANCE ADMINISTRATION & LOGISTICS MANAGER

Reporting to the High Performance Director, the High Performance Administration & Logistics Manager will ensure effective implementation of all logistics and administration of the SNZ High Performance Programme including management of all aspects of team logistics for International, National teams and camps and the provision of proficient Athlete Support Management. The role will also develop plans and processes annually to ensure that the HP Programme runs smoothly and is continuously improving administratively as well as managing the HP Intern Programme.

To be considered for this role you will need to be a skilled communicator with energy and an ability to swiftly build relationships and credibility with international level athletes, coaches and stakeholders across New Zealand. You will have demonstrated success at organising, promoting and managing complex programs, projects, competitions or events which rely on the collaboration and commitment of internal and external stakeholders. This experience ideally will have been gained working in a support role within a high performance environment or you may have been a high performance athlete; either will be highly regarded.

Experience arranging group travel and managing teams or large groups at national or international events is required as the role involves elements of team travel and coordination both within New Zealand and internationally. An understanding of talent development programs, the standards and demands on athletes and coaches within international level sport and the concepts of sports science and sports medicine would be an advantage.

The High Performance Administration & Logistics Manager plays an integral role in the success and outcomes of the Swimming New Zealand High Performance Program and as such this role presents a unique opportunity to make a positive impact on the success of swimmers both throughout New Zealand and internationally.

KEY ACCOUNTABILITIES

The key accountabilities of the High Performance Administration & Logistics Manager position are:

Logistics for AquaBlacks and National Teams

- Logistics management of all SNZ High Performance events and camps coordinating: travel, accommodation, meals, accreditation, visas, entries, pool bookings, training sessions, farewell event organisation, event reporting, for National Teams to:
 - Olympic Games,
 - Commonwealth Games
 - World Championships,
 - and all other New Zealand swimming pinnacle event teams.
- Maintain and update camp and competition files including; roles & responsibilities, selection criteria, team lists, programme of events, entries, accreditation information, travel documents, meals, visa's, invoices, availability forms and event reports & budget.

Athlete Support

- Administration management for High Performance Athletes including:
 - HPSNZ Carding,
 - PM Scholarships,
 - PEGs,
 - Athlete Agreements, and
 - Drugs Free Sport New Zealand whereabouts submissions.
- Create in consultation with the HPD and SNZ Selectors and NZOC when applicable, the selection criteria for pinnacle event competitions.
- Coordinate the activities of the SNZ selection panel and provide a secretariat function to the panel (non-voting member). Creation and publication of all SNZ HP policies and procedures.

Finance

- In consultation with the HPD and Finance Manager develop and maintain an annual and Budget that reflects and supports the objectives within the Whole of Sport Plan and HP Strategic Plan.
- Provide regular reports to the Finance Manager following events/camps on income and expenditure of Cost Centre operational activity.
- Prepare reports to High Performance Sport New Zealand as required by investment schedules.

General Administration

- Executive Assistant duties for the HPD; letter writing, document preparation, diary management, annual event planner, logistical research, budget management, extensive travel itineraries, and multi-currency expenses.
- Ensure that the Sport Development Officer and Communications Officer have all necessary information to maintain the accuracy of the SNZ website and communication channels.
- Support the Undertake other duties as requested by CEO, HPD and Finance Manager.

KEY RELATIONSHIPS

Internal

- CEO
- High Performance Director
- Finance Manager
- Media Manager
- SNZ staff members
- SNZ Selectors and Team Manager

External

- High Performance Sport New Zealand
- Sport New Zealand
- New Zealand Olympic Committee
- AUT Millennium
- Drugs Free Sport New Zealand
- Swimming Clubs
- SNZ Regions
- International Swimming Federations
- Travel & Logistics Companies
- NZSCATA

HOURS

This is a full time position. Due to the nature of the role, weekend work and extended hours will be required.

LOCATION

The position is located at Swimming New Zealand's temporary offices in Rosedale, Auckland. Upon completion of the Sir Owen G Glenn National Aquatic Centre at AUT Millennium in May 2015, Swimming New Zealand will relocate its head office to the new pool and office facility on Auckland's North Shore. Regular travel throughout New Zealand and internationally will be required (up to 6-8 weeks per year).

REMUNERATION

An attractive salary of circa \$80,000 plus Kiwi Saver will be available to the successful candidate, depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

SELECTION CRITERIA

In addition to demonstrating **relevant experiences across the core functional areas of responsibility identified in this Position Overview**, candidates applying for the High Performance Administration & Logistics Manager role will require a range of personal and professional skills, including:

- Experience in extensive travel & logistical arrangements, ideally large group or team travel and managing travel budgets;
- Experience working with assertive individuals and in a high performing environment;
- Excellent organisational skills and attention to detail;
- Experience with prioritising workloads ensuring time is spent appropriately on each task;
- Excellent verbal and written communication skills; articulate, confident and able to deal with management at all levels;
- Evidence of successfully and positively working with diverse stakeholders and staff;
- Possess a high level of integrity and be able to use own initiative;
- Experience working with athletes, coaches and support personnel in high performance environments at regional, national and/or international level(s) (desirable).
- Good typing speed with high level of accuracy;
- Advanced knowledge of MS Word, Excel, PowerPoint, Outlook and Internet Explorer.

WEBSITE

Swimming New Zealand has a comprehensive website at which includes information and news items on all facets of its activities, services and programmes.

The website address is www.swimming.org.nz

TIMELINES - IMPORTANT INFORMATION FOR CANDIDATES

Final interviews and the appointment of the High Performance Administration & Logistics Manager, Swimming New Zealand are scheduled for late October, 2014. At this stage SNZ envisage the final interviews to be held the week commencing **20 October, 2014**. The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods. At the time of applying candidates are invited to indicate their availability and required notice period.

APPLICATIONS

Applications should be forwarded to Sportspeople's International Recruitment Centre by **Wednesday 8 October, 2014**.

Preferred Format: As a guide only, Sportspeople prefers a 2-page letter of introduction and an accompanying CV of no more than 6 pages, merged as one MS Word file.

Candidates are also requested to complete and submit the **Sportspeople Application Form** at the time of applying. The Sportspeople Application Form is available as a download at the Sportspeople Jobs Market listing for this role.

This information should be sent electronically to jobs@sportspeople.com.au with the subject identifier of the email to be formatted as follows:

140911-01 High Performance Administration & Logistics Manager - Swimming New Zealand
<<Your Name>>

ENQUIRIES

The High Performance Administration & Logistics Manager, Swimming New Zealand recruitment assignment is being managed exclusively from the **Sportspeople International Recruitment Centre**.

In the first instance general enquiries should be directed to Ros Holding on:

FREECALL New Zealand 0800 634 388

FREECALL Australia 1800 634 388

or from elsewhere on +61 29555 5000

or via jobs@sportspeople.com.au