**Archery NZ High Performance Manager**

**Position Description**

**Title: High Performance Manager (HP Manager)**  
Archery NZ (inc) seeks to appoint an individual to the role of High Performance Manager. The successful applicant will be required to seek ongoing funding to support their role’s remuneration.

**Term:** Two-year term with a right of renewal for an additional two-year term.

**Reports To:** Archery New Zealand Executive

**PURPOSE OF THE ROLE**   
The purpose of the role is to oversee, manage and direct the operational components of the high-performance plan and to direct and support the High Performance working group (HPWG) in the continued development of the Archery NZ high performance strategy and operational plan.

**ROLE RESPONSIBILITIES**

• Manage the practical implementation of the Archery NZ High Performance Program (HPP) and provide administrative support where necessary.

• Oversee the development, documentation and implementation, in conjunction with the High Performance working group (HPWG), of a High-Performance program in line with the operational strategy to support and maximising the performance of New Zealand Athletes and coaches.

• Ensure effective communication between the Archery NZ Executive and all relevant individuals regarding the HPP and/or campaign teams.

• Act as a single point of contact for key relationships and ensure effective communication is maintained between these parties.

• Oversee the coordination by designated Team Managers of the arrangements for Teams attending International Events.

• Oversee the management of athlete issues, including disciplinary matters, relating to New Zealand Team members and ensure athletes represent the Team in an appropriate and professional manner at all times.

• Liaise and consult with the HPWG on all relevant aspects of the HPP, including National and International competition programs.

• Work alongside the HPWG to develop, implement and manage a talent identification and development program.

• Ensure anti-doping education program is provided to all New Zealand athletes competing in international tournaments.

• Oversee the inclusion of external experts into the High-Performance Program aimed at increasing the performance of athletes.

• Coordinate and manage HPP contractual arrangements.

• Identify sources of potential funding and sponsorship and coordinate applications for funding for the HPP manager role and funding and sponsorship of the HPP.

• Oversee and manage all aspects of the operational budgets for the HPP, in consultation with the HPWG in consultation with the Archery NZ executive and Archery NZ Financial team.

• Produce a quarterly report to the board on the progress of the HPP in line with the operational plan.

**CRITERIA**   
Candidates for the role of High Performance Manager will require a range of personal and professional skills. The following skills and qualifications are preferred requirements for the role:

• Experience in high performance, sport development or sports management roles\*.

• Relevant experience and/or tertiary qualifications in sports related fields such as sport science.

• Strong and effective leadership skills.

• Ability to be part of a cohesive team.

• Outstanding organisational skills, excellent communication and interpersonal skills.

• Ability to manage unpredictable demands in a professional and courteous manner.

• Ability to work to budget and accurately forecast financial outcomes.

• Ability to identify funding sources and complete funding applications.

• Ability to manage records, information and databases (as required).

\* Favourable consideration may be given to candidates with a background in Archery, but this is not a necessary requirement.

**INFORMATION**While representing Archery NZ the HPM will display characteristics such as reliability, punctuality and courtesy, and be self-motivated and well presented at all times. The successful candidate will be required to develop and manage a range of internal and external key relationships, often in unstructured settings including:

* Archery NZ Executive
* Archery NZ Financial Team
* High Performance Working Group
* Convenor of Selectors
* NZOC
* High Performance Sport NZ
* National & Personal Coaches
* Athletes & the Parents of Junior Athletes
* Other Coaches
* Sponsors
* External experts

Archery NZ will carry out a yearly performance appraisal based on the following key performance indicators:   
• compliance with the Position Requirements set forth in this document.   
• the structure, delivery, and outcomes from the High-Performance Program.   
  
In accordance with the appropriate legislation all candidates will be required to undergo a background check, comply with the Archery NZ Member Protection Policy & the Archery NZ Anti-Match Fixing Policy and sign all necessary documents and forms as required by law.

Selection of the successful candidate will include the results of police check and relevant reference checks.

**Applications Close:** 15 January 2017  
  
**Approx. Role commencement date:** February 2018