

Position Description

Operations Manager



Position overview

The Operations Manager will be responsible for the overview and management of the operational activities of Archery NZ.

Structure and reporting lines

The Operations Manager is appointed by and reports to the Board of Archery NZ. The Operations Manager will be supported by a paid Administration Manager and Operations Team Leaders.

A structure chart is provided as Attachment 1 to this Position Description

Tenure

The tenure for the role will initially be 12 months at which time a review of the position, its scope and the achievements of the Operations Team will be undertaken. Thereafter, the role will be appointed by the Board for a three year period with a two year right of renewal.

Responsibilities and Duties

- Ensuring the business operates within the Association's mission statement
- Working with the Administration Manager and Operations Team Leaders to get the best performance from the operational areas
- Coordinate operational and financial reports and present these with recommendations (as needed) to the Board and ensure financial targets and other agreed targets are met in all areas
- Working with legal departments on any matters that may occur
- Reviewing and approving equipment needs
- Reviewing current practices to ascertain if they are successful and if not, devise an alternative
- Manage the development and regular review of Policies for the Association (including Selection, Privacy, Complaints and Disciplinary) and recommend these for adoption by the Board
- Manage the implementation of Policies of the Association, making recommendations to the Board as required
- Manage the development and implementation of Procedures and Guidelines
- Identifies risks and ensures appropriate strategies are in place
- Characterise and monitor compliance including Health and Safety;
- Manage and report regularly to the Board on performance achievements of the Association;
- In conjunction with the Sports NZ & NZOC liaison Manage the relationship with Key Stakeholders

In conjunction with the Administration Manager the Operations Manager will:

- Appoint and manage the Operations Team Leaders;

Person Profile & Skill Set

The Operations Manager should ideally have the following abilities:

General:

- Strong planning, management and execution skills to deliver successful results
- Strong organisational skills & communication skills
 - Ability to see the big picture and the implications and impact on issues in the broader sense;
 - Able to make sensible, astute recommendations and business decisions;
 - Able to interpret both factual and conceptual information and make sound judgements based on that information;
 - Contribute to the creation and not merely the preservation of stakeholder value;
 - Lead and inspire a team of volunteers to deliver the business plans of the Association and achieve the organisation's vision and mission;
 - Be able to work as part of a team
 - Have integrity and honesty

Strategic:

- Understands the position of the Association and its relationship with key stakeholders;
- Ability to look beyond the short-term and make recommendations to the board on potential longer-term issues and opportunities.
- Knowledge of and/or experience in the operation of a National Sporting Organisation (NSO)

Analytical:

- To collate and manage financial statements in conjunction with the financial team and statistical information (including performance indicators) and develop reports for the Board;
- To question and probe information, assumptions and assertions in a quest for improved understanding and better decision-making;
- To remain objective and measured under pressure.

Social:

- To participate actively and harmoniously, respecting and valuing the contributions of others and contributing to effective teamwork;
- To articulate a point of view in a coherent and persuasive manner without dominating;
- The strength of character to maintain an independent point of view when others disagree.

Conflict of Interest and Confidentiality

The Operations Manager should be free of significant conflicts of interest and declare any matters that may impact on performance in this role. A confidentiality statement will have to be signed.

Estimated Time Commitment Required

The role will be paid for up to 10 hours per week. The Operations Manager will be expected to present to the face to face quarterly Board meetings.

Key Stakeholders

- World Archery
- World Archery Oceania
- NZ Olympic Committee
- Paralympic Committee
- Sports NZ
- Drug Free Sport NZ
- Sponsors
- Members

Delegations

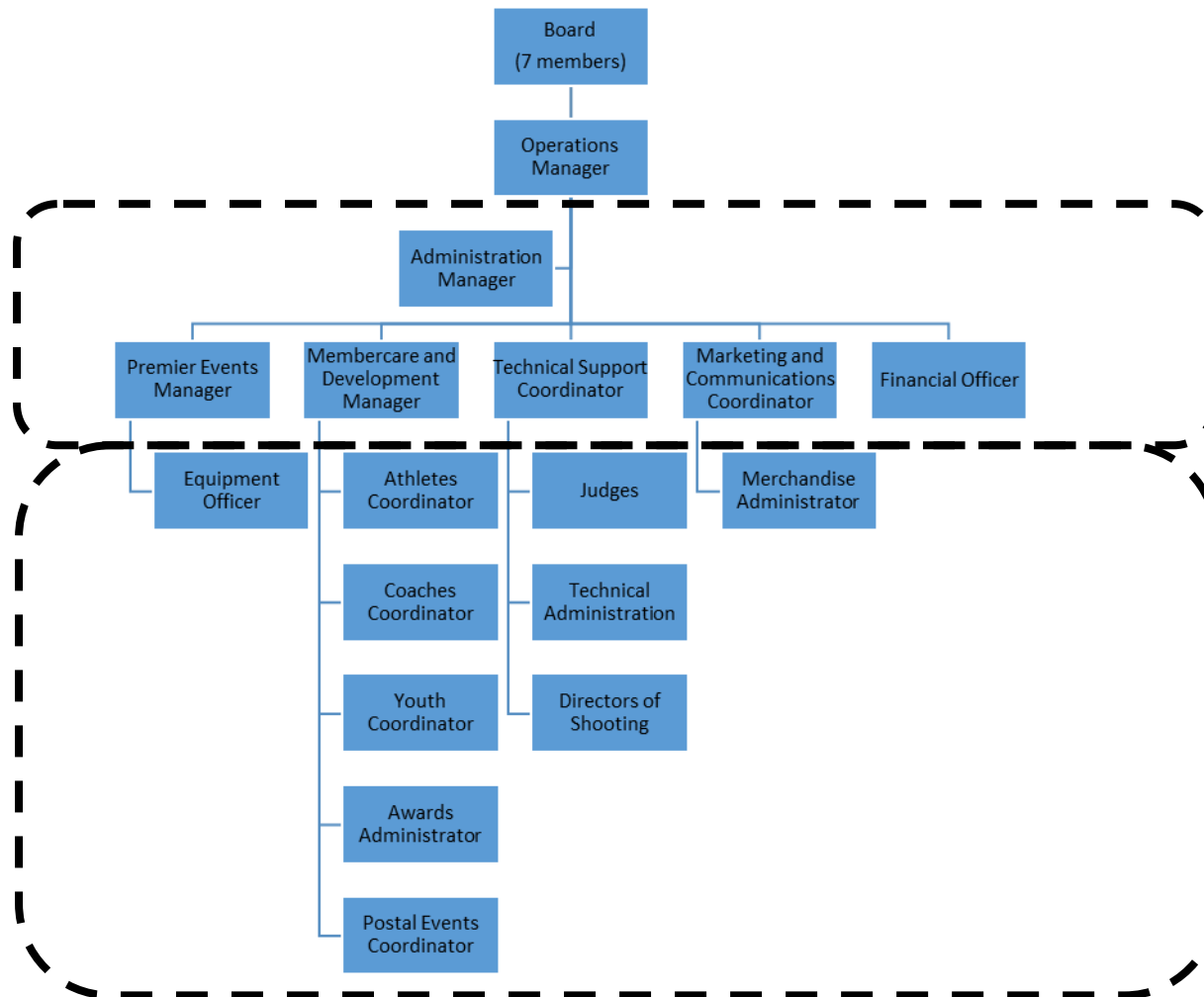
The Operations Manager will have the following delegations:

- Financial – oversee payment of all invoices that relate to Board approved activities
 - Appointment of Operational Team Leaders:
- Premier Events Manager
 - Membercare and development manager
 - Technical support manager
 - Marketing and Communications Manager
 - Financial officer to work with Financial Team

Archery NZ Structure



Archery NZ



Operational Team Leaders

Operational Teams