



Job Description

Job Title: Chief Executive
ANZSCO Code & Level: 111111 (Chief Executives and Managing Directors) – Level 1
Job Grade: Tbc
Reports to: Board Chair
Direct Reports: **No.:** 4-6 **Total:** 4-6
Location: Wellington

Our Vision: Hockey is the sport of choice for Wellingtonians

Our Mission: Making great hockey happen

Job Purpose

To lead the organisation to deliver the Association's strategic outcomes on behalf of our members and through the guidance of the WHA Board. This role is also responsible for administering the Capital Hockey and Wellington Regional Hockey Stadium (WRHS) Trust organisations.

Authorities

Delegated Financial Authorities:	<ul style="list-style-type: none"> The CEO has financial authority for annual operational and capital expenditure approved in annual budgets Board approval is required for payments over \$5,000
Delegated People Authorities:	<ul style="list-style-type: none"> Approving applications for leave Approving personal expenditure of team members Selecting new team members Ending employment arrangements (in consultation with external legal advice)
Delegated Stakeholder Authorities:	<ul style="list-style-type: none"> Representing the organisation to stakeholders on all operational matters within the remit of the organisation
Position Authorities:	<p>Decisions Expected</p> <ul style="list-style-type: none"> Prioritisation within the business plan Performance improvements within the business plan Tactical decisions within approved business plan Financial decision within delegations <p>Recommendations Expected</p> <ul style="list-style-type: none"> Expenditure greater than DFA Improvements to strategy and policy frameworks Strategic and business plans Remuneration for direct reports

Functional Relationships:

Audience	Purpose
<ul style="list-style-type: none">• Board Chair	Consult, inform, and advise on strategic, risk, and stakeholder issues and opportunities
<ul style="list-style-type: none">• All other employees, contractors, volunteers, and students	Provide leadership, support and direction
<ul style="list-style-type: none">• Board Members	Inform and advise on strategic, risk, and stakeholder issues
<ul style="list-style-type: none">• Stakeholders (including athletes, volunteers and members)	Influence, inform and persuade
<ul style="list-style-type: none">• Service providers and suppliers	Clarify and inform

Person Specification

Qualifications, Memberships and Licences

Essential

1. An undergraduate degree in a relevant discipline or equivalent knowledge, skills and experience
2. NZ Driver Licence – Class 1

Desirable

3. Post-graduate qualifications in a relevant discipline
4. Membership of a relevant professional association

Knowledge, Skills and Experience

Essential

1. Commercial experience
2. Product and event marketing skills
3. Stakeholder engagement and management skills
4. Presentation, communication and interpersonal skills
5. Negotiation and contract management skills
6. Financial experience
7. Sponsorship and trust/ grant applications

Desirable

8. Not-for-profit / sport and recreation experience

Attributes & Abilities

Essential

1. Creates and values effective working relationships with stakeholders
2. Passion and empathy for the sport
3. Complex thinking and problem-solving capability
4. Committed to the use of effective governance, leadership and management processes
5. Takes a balanced perspective
6. Resilient and self-aware

Desirable

7. Inspirational leadership style that inspires confidence and trust
8. Strategic agility
9. Leading individuals and teams through challenges and change
10. Learning agility

Physical & Psychological Requirements

- Safely operate a keyboard and mouse for approximately 50% of work time without causing or aggravating an injury to self
- Safely operate a manual car for approximately 5% of work time without causing or aggravating an injury to self or others
- Lift and carry loads of varying weights on an intermittent basis without causing or aggravating injuries to self or others
- Maintain the personal resilience to successfully manage situations involving heightened levels of emotion and interpersonal conflict
- Ability to undertake stakeholder visits including staying away from home on consecutive nights
- Maintain an appropriate level of health and fitness to work sitting, standing or walking whilst maintaining a high level of energy and involvement with work tasks

Key Accountabilities

Outcome	Key Tasks / Projects / Initiatives / Activities	Performance Standards
<p>1. Organisation Led</p> <p>(20-50%)</p>	<ul style="list-style-type: none"> Facilitate the strategic planning process to ensure that the organisation's strategic plan delivers the stated outcomes of the Board Lead the engagement of key stakeholders including national organisations, sponsors, members, athletes and the media Participate in all formal and informal meetings Lead financial requirements for accounting, budgeting and forecasting Report progress against operating and project plans Meet organisational requirements for performance assessment and remuneration review processes Identify, assess and manage all organisational risks including a focus on Health and Safety (below) Consistently demonstrate the organisation's Values 	<ul style="list-style-type: none"> Clear linkages between the organisation's Strategic and Operating Plans Prepare for and attend all meetings on time Complete stakeholder visits at least quarterly All organisational time-frames and requirements met
<p>2. Team Managed</p> <p>(20-50%)</p>	<ul style="list-style-type: none"> Source, select and induct new team members Communicate the organisation's Vision and Mission Identify and establish performance objectives and development plans for each team member Develop and promote positive relationships Provide information, support, feedback, and development opportunities to enable team members to perform Provide regular coaching sessions to team members Manage individual performance against the job description and performance objectives Encourage and support decision-making at the point of impact 	<ul style="list-style-type: none"> All team members meet or exceed expectations and standards of performance within twelve months of joining the team Coaching sessions conducted with individual team members' fortnightly All team Job Descriptions are reviewed annually

Outcome	Key Tasks / Projects / Initiatives / Activities	Performance Standards
	<ul style="list-style-type: none"> • Take accountability for any issues and resolve them • Lead by example 	
3. Business Plan Delivered (20-50%)	<ul style="list-style-type: none"> • Coordinate and oversee the delivery of the organisation's business plans • Take action when plan delivery is at risk or off track • Oversee the adjustment of plans when circumstances change 	<ul style="list-style-type: none"> • 98% compliance against plan achieved • Report Business Plan progress and metrics monthly to the Board • All policy, framework and guideline etc documentation reviewed annually
4. Team Health, Safety & Wellbeing Managed (5-10%)	<ul style="list-style-type: none"> • Develop the Health, Safety and Well-being plan for the organisation • Communicate the plan to team members to ensure awareness • Monitor performance to facilitate compliance • Report Health, Safety and Well-being status monthly • Initiate required actions to remedy non-compliance • Involve and educate other team members to meet their Health, Safety and Well-being obligations • Monitor expenditure on Health, Safety and Well-being • Ensure contractors and suppliers meet their Health, Safety and Well-being obligations 	<ul style="list-style-type: none"> • All policy and statutory requirements met • Organisation Health, Safety and Well-being management plan delivered by 30 Mar 2020 • No work-related lost-time injuries • Unplanned absences ≤ 5 days per FTE • Health, Safety and Well-being plan monitored and reported monthly, and 98% compliance against plan achieved
5. Personal Health, Safety & Wellbeing Maintained (2.5-5%)	<ul style="list-style-type: none"> • Identify and report all job-related hazards • Follow all codes of practice, protocols and guidelines relating to work practices • Report all accidents and incidents • Fully participate in any rehabilitation programme • Raise any issues of concern with Board chair as soon as possible • Model the purpose and ethos of the organisation by 	<ul style="list-style-type: none"> • Report all hazards as soon as practicable • Report all accidents and incidents within one day of occurrence

Outcome	Key Tasks / Projects / Initiatives / Activities	Performance Standards
<p>6. Policy & Statutory Compliance Maintained</p> <p>(2.5-5%)</p>	<p>maintaining own personal wellbeing</p> <ul style="list-style-type: none"> • Ensure compliance with organisational policies, procedures and guidelines • Monitor business processes to assess compliance • Educate team members on legal and ethical requirements • Identify and report on potential business and financial risks • Develop and implement risk management plans • Establish and maintain internal controls • Monitor and review employment practices 	<ul style="list-style-type: none"> • All policy and statutory requirements met • All activities comply with organisational policies and strategies • All processes adhere to published standards • All business and financial risks identified and managed • All employment practices comply with employment legislation • Internal audit completed on time and within required parameters • All Policies and organisational guidelines are revised and refreshed in conjunction with the Board at the specified times
Agreement		

Job Holder	Reporting Manager
<p>Signature:</p> <p>Name:</p> <p>Date:</p>	<p>Signature:</p> <p>Name:</p> <p>Date:</p>