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| <b>Job Title</b>         | Rowing NZ High Performance Athlete Development Leader  |
| <b>Location</b>          | Rowing NZ Offices, Lake Karapiro   |
| <b>Hours</b>             | 40 hours per week. Weekend work and domestic travel are required on occasions.   |
| <b>Reports to</b>        | Rowing NZ General Manager – Performance  |
| <b>Direct Reports</b>    | TBC  |
| <b>Key Relationships</b> | <b>External</b><br>FISA, High Performance Sport New Zealand, Drug Free Sport New Zealand, Rowing NZ Sponsors, Athletes, Families, Rowing Performance Centres, Rowing Clubs, Schools, Suppliers and Contractors<br><b>Internal</b><br>Rowing NZ Staff and Contractors, High Performance Sport New Zealand Staff |

### About Rowing NZ

Rowing NZ is the governing body of rowing in New Zealand, whose primary objective is to foster and promote the sport of rowing in New Zealand in all its forms and classifications. The High Performance (HP) arm of the organisation looks after all the international teams representing New Zealand, from juniors through to the elite team. The core purpose of Rowing NZ's HP entity is the delivery of distinguished performances at World Rowing Championships and Olympic Games. This has been defined as a performance that delivers at least an A Finals berth (top 6) with a strong chance of winning medals.

### Purpose of the Role

The purpose of the role is to:

- Provide leadership and operational support to the High Performance Athlete Development (HPAD) programmes for Rowing NZ
- Further develop and enhance all areas of HPAD to ensure that Rowing NZ provides a fully integrated athlete pathway which supports and develops athletes into and through HP
- Ensure the delivery of the required number of athletes to create and maintain sustainable success for New Zealand on the world stage
- Work in conjunction with the Coach Development Manager to develop and enhance the coaching pathway to better support athlete development and facilitate coach development opportunities aligned to the athlete pathway



## **Key Responsibilities**

### **Leadership and Culture**

- Provide expert input, leadership and operational support to all rowing HPAD programmes in accordance with the Rowing NZ Strategic Plan in relation to HPAD
- Review, update, implement and monitor the Rowing NZ Strategic Plan to ensure it continues to achieve the sport's strategic outcomes in the area of HPAD
- Ensure the provision of appropriate resources to ensure development athletes are receiving the training, competition, performance support and environmental needs required to ensure a smooth transition to HP to enable sustainable success
- Ensure that athlete profiles and performance tracking, both in and out of competition, is up to date and can inform investment decisions when appropriate
- Lead the implementation of best practice in athlete identification and development including pathway processes
- Lead and support the Rowing Performance Centres (RPCs) to enable athletes to realise their potential
- Ensure all systems, processes and policies are clearly communicated in a timely manner
- Strengthen the culture of the HPAD community by providing education on Rowing NZ's values and expected behaviours
- Lead and manage High Performance Sport New Zealand (HPSNZ) athlete support opportunities (Emerging Talent PEGs, Carding, PM Scholarships, Pathway to Podium)
- Work with HPSNZ to support the establishment, implementation and maintenance of the evidence based fully integrated athlete pathway
- Ensure appropriate risk management documents are current and adhered to for all HPAD programmes

### **Fully Integrated Athlete Pathway**

- Lead the development and implementation of Rowing NZ's fully integrated athlete pathway
- Ensure the goal is achieved of creating a "NZ way" of developing champions that embraces New Zealand's uniqueness and rowing history
- Ensure the pathway is based on world's best practice and accurate evidence to develop athletes holistically and enable future performance targets to be met
- Identify and implement opportunities in HPAD research and innovation to help create an advantage over all other competitors
- Generate evidence-based athlete profiles at each stage of development to ensure world's best practice coaching and support systems are in place and ensure accurate tracking and monitoring
- Provide clarity on the systems and processes that underpin the successful implementation of the pathway
- Implement and communicate the pathway information in a strategic manner to ensure transparency and to maximise its impact
- Provide education and support to ensure that pathway information is optimally utilised
- Ensure effective review processes are in place to maintain accuracy and relevance of pathway information



## **Relationships**

- Maintain positive relationships and effectively communicate with key internal and external stakeholders
- Develop relationships with other national sporting organisation's (NSOs) sport development programmes to exchange information and ideas for the benefit of all sport
- Work with the HPSNZ HPAD team and Athlete Performance staff to support the development of plans and programmes
- Create close connections with all RPCs and support the development of athletes and coaches within these environments
- Develop and maintain positive relationships and communicate effectively with athletes and their families to promote the benefits of being part of RNZ programmes
- Lead, motivate, support and positively influence volunteer networks

## **Coaching**

- Work closely with the Coach Development Manager to support the development of coaches who can support the effective transition of athletes into HP Rowing
- Ensure that the coach and athlete pathways are connected, and that age and stage appropriate coaching takes place that aligns to the athlete pathway
- Support the development of programmes and resources that support the development of identified coaches

## **Reporting**

- Provide regular updates as agreed to the General Manager Performance (GMP) on the progress of the HPAD programme and provide Board reports as required
- Ensure appropriate pre-briefs and de-briefs are conducted in line with best practice processes to maximise learning opportunities
- Provide final reports to HPSNZ and other partners for areas such as Prime Minister Scholarships and ET PEGs

## **Operational**

- Ensure efficient management and utilisation of funds of the HPAD budget
- Lead and manage the trials process for all age-group teams and selection into the RPCs
- Oversee the planning, organisation and logistics for tours, camps and other activities as required
- Keep current with national and international sport development practices and initiatives across other sports and FISA
- Ensure thorough understanding of current Rowing NZ and FISA rules across disciplines and provide support to relevant stakeholders
- Utilise available data to understand trends in Rowing that may impact or could support a competitive advantage for New Zealand
- Carry out other duties as reasonably requested by the GMP



## **Experience/Skills**

### **Required:**

- Experience within HP sport and HPAD
- Experience in successfully leading and developing sport and athlete development programmes and pathways
- Experience in developing strong internal and external relationships with people at all levels including senior management
- Demonstrated record of working effectively in a leadership role and effectively managing people
- Experience in influencing change in attitudes, behaviours and processes
- Excellent planning and project management skills
- Ability to develop a positive culture and achieving buy in from stakeholders
- Experience managing individual and group dynamics including young athletes, parents, coaches, peers, staff, stakeholders and volunteers
- Decision making capability, and the ability to lead effectively without supervision
- Ability to prepare plans, implement and manage projects and programmes concurrently
- Ability to anticipate and adjust for roadblocks
- Strong analytical and problem solving skills with ability to think 'outside the box'
- Ability to manage budgets and cost centres
- Superior IT literacy, written and oral communication skills
- Ability to work well under pressure, problem solve with critical and analytical thinking
- Demonstrated ability in applying a positive and professional approach reflecting Rowing NZ's values
- A strong passion for athlete development and willingness to contribute to Rowing NZ's sustainable success
- Operates with integrity and maintains confidentiality when required
- Ability to work weekends and undertake domestic or international travel, when required

### **Preferred**

- Experience and knowledge of rowing
- Tertiary qualification in sport / event management or equivalent



## **Knowledge**

### **Required:**

- Ensure thorough understanding of the HP Rowing environment and its requirements to provide the most effective aligned pathways for athletes and coaches
- Knowledge of the components and requirements of successful HPAD programmes at the system, NSO and athlete level
- Knowledge of the key components of a HP sport environment and culture
- Knowledge of international best practice in HPAD
- Understanding of the specialised operations (e.g. coaching, science, medicine, planning, technology) within HP sport
- Good understanding of effective process

### **Desirable:**

- Knowledge of the New Zealand HP sport structure and environment
- Understanding of international best practice in HP

## **Personal Attributes**

### **Required:**

- Team player
- Consultative interpersonal style
- Displays empathy and understands others
- Has a passion for new learning and applies learning to achieve results quickly
- Composed in stressful situations
- Challenges their own ability and continually seeks and takes on feedback from others
- Stays focused to achieve goals
- Remains humble
- Ability to create and communicate plans
- Sound judgment, decision-making and problem solving
- Honest, high standards of integrity
- Excellent time management skills and the ability to meet deadlines
- Ability to travel overseas for extended periods