

Job Description

TITLE: General Manager	
REPORTS TO: Chief Executive	DIRECT REPORTS: 6
POSITION: Permanent Full Time (40 hours per week). This position operates in accordance to the Flexible Working Hours policy and requires some out of hours work	
LOCATION: Based in Invercargill (Servicing Southland region)	DATE: March 2019

OUR VISION

Everyone active every day.

OUR PURPOSE

Enriching lives and building thriving communities through lifelong participation in sport and recreation.

OUR STRATEGY

LEAD	GROW	STRENGTHEN
Influencing planning and collaboration to ensure quality sport and recreation infrastructure and investment	Developing social and physical environments that make it easy for our community to be active	Supporting sport providers and their offerings to become more participant focused to meet the changing needs of our community
<p><i>Outcomes:</i> Regional / Local planning and Insight-led decision making</p> <p><i>Sport Southland mandated to lead the sport and recreation sector</i></p> <p><i>Strong culture and systems to strengthen Sport Southland as a leader</i></p>	<p><i>Outcomes:</i> Increased participation in prioritised communities</p> <p><i>Sport and active recreation being showcased for wider community outcomes</i></p>	<p><i>Outcomes:</i> Participant focussed youth competition structures</p> <p><i>Enough quality volunteers making sport happen</i></p> <p><i>Efficient and effective regional sporting bodies and clubs</i></p>
<p>PRIORITIES: YOUNG PEOPLE (5 - 18 YEARS); AND FAMILIES WITH YOUNG PEOPLE (0 – 18 YEARS)</p>		

PURPOSE OF THE POSITION

The main focus of this position is to lead operational effectiveness and efficiencies as well as partnering with the Chief Executive to drive the strategic direction of the organisation. In particular, the role will take a lead role ensuring the Sport NZ contracts (and wider aligning contracts) are being delivered and meeting/exceeding expectations. The role will provide leadership to team managers and support them to effectively manage and lead their teams.

KEY RESPONSIBILITIES

(1) Strategic leadership planning

- In partnership with the Chief Executive, position Sport Southland as a lead organisation in the community as well as the sport and active recreation sector through effective strategic and operational direction and innovation.
- Provide strong analytical ability and strategic thinking capability to assist Sport Southland play a lead role in the sector.
- Develop and implement annual plans including oversight of the Performance Management System.
- Keep the Chief Executive informed of the implementation and progress of the annual plan and risks.
- Proactively encourage the identification and implementation of new and innovative opportunities to help achieve Sport Southland's strategic objectives and initiatives for the team.
- Negotiate renewal of contracts for funding streams in partnership with the Chief Executive and in discussion with Managers.
- Regular reporting to the Chief Executive and Trustees as required.

(2) Sport NZ Contract

- Oversee the Sport NZ Community Sport investments and ensuring all investment areas are effectively planned, monitored and reported on.
- Manage the programme units with Sport and Active Recreation including Community Sport, Events, Physical Activity and Insights and Evaluation in a collaborative manner enabling efficient use of resources to achieve unit and organisational goals.
- Provide oversight to Sport Southland's KiwiSport Regional Partnership Fund
- Manage individual programme personnel in a professional manner enabling a healthy, safe and cooperative working environment.

(3) General

- Represent management on the Health and Safety Committee to ensure effective policies and procedures are in place
- To undertake duties as reasonably directed by the Chief Executive from time to time.
- Be an effective role model of the culture of the organisation and reinforce these within the team.
- Assist with recruitment and training of new staff as required.
- Undergo professional development training opportunities as required by Sport Southland.

- Contribute to the wider operations of the organisations including supporting with key events as required by management.

KEY EXTERNAL RELATIONSHIPS

- Strategic Partners including Sport New Zealand, Local and Regional Councils, SDHB, Education and Health sectors
- Local Funding Bodies (Community Trust of Southland, ILT and ILT Foundation, ICC Active Communities)
- Regional Sporting Organisations
- RST GM Network

REQUIREMENTS OF POSITION

- Experience in leadership and management roles
- A strong understanding of the sport and recreation sector
- Connections across sport, health, education, council and funding sectors is also an advantage
- Skilled and experienced in initiating and developing strong relationships, influencing stakeholders, and the ability to relate to people at all levels
- Evidence of being able to think and act strategically
- An ability to identify ways to collaborate with others through high levels of trust, complementary resourcing, and advocating for mutual benefit and a common purpose.
- Strong communication skills with an ability to engage and facilitate workshops across a wide range of key stakeholders
- Sound project management and planning skills
- Adaptable, self-motivated and professional
- Ability and willingness to be a team player, at times working outside of normal working hours
- Be passionate about sport and recreation, and have a genuine desire to have a positive effect on increasing participation levels in Southland
- Fully support and role model the culture of Sport Southland