

# CRNZ PERFORMANCE PROGRAM MANAGER

## Position Description



### About CRNZ

CRNZ is the NSO responsible for promoting, advancing and managing the kayaking disciplines of Sprint, Marathon and Ocean Ski in New Zealand.

*[Vision & Principles – in development]*

### This Role

The purpose of the Performance Program Manager is to support the operations and logistics for the CRNZ Performance Program (including the CRNZ Performance Pathway), and to support our team to implement the new CRNZ Picture of Performance and Holistic Performance Framework.

### Key Relationships

*Reports to:* GM Performance

*Direct Reports:* none

The Performance Program Manager will maintain and foster effective relationships with the following stakeholders:

- GM Performance
- CRNZ coaching team, particularly lead coaches
- Athletes
- CRNZ CEO and staff
- HPSNZ
- NZ kayaking clubs and club coaches

### Overarching Responsibilities

- *Program* – Support the GM Performance to ensure all elements of the CRNZ Performance Program apply the CRNZ Picture of Performance (PoP) and Holistic Performance Framework;
- *Operations and Logistics*
  - Operationalise the CRNZ Performance Strategy and Campaign Plans
  - Organise domestic and international travel to an extremely high level
- *Health and Safety*
  - Administer health and safety for CRNZ facilities and the CRNZ Performance Program, including travel

### Specific Responsibilities

The Performance Program Manager will have the following key responsibilities:

#### Program:

- Support the GM Performance to ensure all elements of the CRNZ Performance program align to the CRNZ Strategy, PoP, and Performance Framework.
- Support the development, implementation and upkeep of systems to improve efficiency and collaboration.
- Help implement the Performance Development (including Athlete Development and Coach Development) according to the CRNZ Athlete Pathway and Coaching Strategy.
- Support our work to strengthen the culture of the CRNZ program in line with the CRNZ Performance Framework.

#### Operational Support

- Assist the GM Performance to maintain an operational plan that will deliver on our program's strategic targets.
- Manage delivery of HPSNZ athlete support services to athletes.

- Provide general operational support to the GM Performance and coaches.

#### Logistics

- Deliver operational and logistical support to coaches and athletes by organising logistics for training and competition camps.
- Build and maintain relationships with NZOC and ICF to enable better support at pinnacle events.
- Organise team uniforms (in collaboration with apparel sponsors).

#### Administrative Support

- Assist with applications and compliance in respect of HPSNZ programs, including PEG, carding and PM Scholarships.
- Ensure Athlete Agreements are up to date and signed in accordance with CRNZ policy.

#### Facilities, Assets and H&S

- Manage health and safety for CRNZ, maintaining hazard registers, monitoring systems and processes.
- Manage the centralised high-performance facilities and other training hubs.
- Manage domestic and international assets (fleet and coaching equipment).

#### Knowledge Management

- Work with the GM Performance and coaches to maintain athlete performance database.

#### Communication

- Communicate regularly with the GM Performance to provide updates on agreed KPIs.
- Assist the GM Performance to run effective HP programme communications so that they are transparent, consistent and timely with high levels of disclosure.

#### Knowledge and Learning

- Develop an understanding of the CRNZ PoP and what it takes to succeed as a world-class kayaker.
- Develop an understanding of the CRNZ Performance Framework, including individuals' and CRNZ's accountabilities.
- Understand world-class development and performance environments what it takes to create them.
- Pursue excellence by engaging in professional/personal development as agreed with the GM Performance

### **Person Specification**

#### *Work Experience*

- Ability to work cooperatively and effectively as part of a team in a small organisation.
- Experience creating, delivering and reporting on operational plans.
- Logistics expertise and experience.
- Database management and IT experience.
- Experience working with elite coaches and/or athletes in high pressure competitive situations would be an advantage.
- Experience in elite sporting environments (including pinnacle events) would be an advantage.

#### *Knowledge and Qualifications Desired*

- Tertiary qualified in a related field (e.g. Sport/Business).
- Administrative and financial management skills.
- IT and database literacy.
- An understanding of CRNZ vision, strategy, priorities and challenges.