



Snow Sports New Zealand

Position Description - Chief Operating Officer

Snow Sports NZ are the national sporting organisation representing adaptive snow sports, alpine ski racing, cross country skiing, freeskiing and snowboarding in New Zealand.

OVERVIEW

Our Vision: New Zealand athletes consistently winning medals on the world stage.

Our Purpose: Leading the growth and success of competitive snow sports in New Zealand.

Snow Sports NZ: Snow Sports NZ are proud to be the national sporting organisation representing adaptive snowsports, alpine ski racing, cross country skiing, freeskiing and snowboarding, from grassroots through to winning on the world stage.

Led by the CEO, our High Performance programme is focussed on delivering medal winning performances at Winter Olympic Games, Paralympic Games and premier international events. The dedicated programme targets the support and performance enhancement of identified athletes and coaches to achieve medal winning outcomes.

Snow Sports NZ employs 9 coaches working across Paralympic, Alpine, Park and Pipe disciplines along with a team of administration and support staff focused on allowing our athletes and coaches to shine. Support services include, physiotherapy, nutrition, strength and conditioning, athlete life planning and sport psychology.

Our Wanaka base offers athletes access to not only some of NZs best mountains but also a full strength and conditioning suite, a trampolining arena and a skate ramp, all designed to optimise training and performance.

After the recent internal appointment of our CEO we are looking for a COO to support the CEO and provide additional leadership and corporate services to our team.



POSITION DESCRIPTION

Position Title:	Chief Operating Officer (COO)
Responsible to:	Chief Executive Officer (CEO)
Reports to:	Chief Executive Officer
Direct Reports:	As set out in the December 2020 Organisational Structure and as updated from time to time: <ul style="list-style-type: none">• Snow Sports NZ Communications Manager• Snow Sports NZ Finance Manager(TBC)• Snow Sports NZ Office Administrator
Hours:	Initially 0.8 FTE, 32 hours per week. Days and hours will vary based on the requirements of the role. Hours as necessary to carry out the required duties as listed in this position description. Work hours are generally Monday - Friday between the hours of 8am - 5pm but may include working outside normal office hours and at weekends and evenings.
Location:	Wanaka, New Zealand.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none">• Snow Sports NZ Board• Snow Sports NZ CEO• Snow Sports NZ Communications Manager• Snow Sports NZ Office Administrator• All Snow Sports NZ Corporate Services Staff• All Snow Sports NZ staff and support staff• Athletes
External	<ul style="list-style-type: none">• Snow Sports NZ Members• Partners and Sponsors• Sports Committees and Clubs nationally• Suppliers• Ski Area Management• Ski Industry Personnel• IT and data security support



POSITION PURPOSE

Manage and deliver the efficient and effective operational and administration support services to enable Snow Sports NZ to achieve its goals and objectives. Supporting the CEO and Board with:

1. Governance, Compliance and Management practices
2. Human Resources
3. Health and Safety
4. Risk Management
5. Facilities and Resource Management
6. Information Technology, Communications and Data Security
7. Membership and Constitutional obligations
8. Commercial & Sponsorship Development

OVERARCHING DUTIES

Governance, Compliance and Management Practices

- Support the CEO in the development of organisational strategies and underpinning reporting structures for business planning and reporting.
- Convert strategic objectives into actionable plans for performance and growth, helping to implement and achieve the organisation's goals.
- Development and maintenance of a fit for purpose suite of organizational policies and procedures and championing these across the organisation.

Human Resources

- Implement and be responsible for fit for purpose Human Resources policies, processes and practices, including supporting the CEO with recruitment, legislative compliance, staff management, performance review processes, culture, and other related HR matters.
- Provide leadership to the SSNZ staff and ensure continual opportunities and improvement in the capability, knowledge and performance of the team.

Health and Safety

- Support the CEO in the implementation of all legislative Health & Safety requirements including leading Health and Safety Committee processes and promulgating wellness and health and safety awareness throughout the organisation.



Risk Management

- Implement a fit for purpose risk management framework with appropriate underpinning processes and promulgate an appropriate risk management culture in the organization.

Facilities and Resource Management

- Securely and effectively manage the facilities, resources and assets of the organisation to ensure achievement of annual and strategic priorities.
- Oversee specifications for operational projects that ensure feasibility and financial viability.

Information Technology, Communications and Data Security

- Implementation of appropriate IT strategy and ongoing management of fit for purpose IT support processes. Ensure the organisations data and processes are secure and compliant with the Privacy Act 2020.

Membership and Constitutional Obligations

- Provide Board secretariat services, including Board paper collation and minute taking.
- Managing and maintaining the constitutional requirements of being an Incorporated Society.
- Develop and manage positive, transparent, and open communications with all Snow Sports New Zealand members.

Commercial and Sponsorship Development

- Support the CEO to look for opportunities to grow the organisation, whether through partnerships or new initiatives, and work to take advantage of those opportunities.

PERSON SPECIFICATION

Qualification:	<ul style="list-style-type: none">● Tertiary qualification in business administration or similar.
Essential Experience:	<ul style="list-style-type: none">● Experience in organisational management (HR, IT, Operations, Risk management).● Experience working with Board of Directors.
Preferred Experience:	<ul style="list-style-type: none">● Experience with community and/or high performance sporting organisations.



- Experience managing, mentoring and developing staff.
- Knowledge of the Snow Sports Industry within New Zealand.
- Experience working within the investment and strategic framework of a Sport NZ group.

Skills and Knowledge:

- Strong knowledge of business and management principles and practices.
- Excellent relationship management skills with the ability to build networks and influence and relationships across a range of stakeholders.
- Excellent communications skills - oral and written.
- Highly proficient in using all Microsoft Office Suite applications.

Other:

- A passion for snow sports.

PERSONAL CHARACTERISTICS

High Performance

Driven by Achieving Results

- The ability to meet challenging targets in high-pressure situations.
- Competitive and has the will to win.
- Stays focused to achieve goals.

Self-Awareness

- Is clear on others' expectations of them.
- Understands the impact their behaviour has on others.
- Challenges their own leadership ability.
- Remains humble.
- Continually seeks feedback from athletes, NSO staff, and others.
- Regularly challenges their own professional knowledge and skills.



High-Speed Learning

- Continually challenges their own ability.
- Has a fixation for new learning – is constantly learning and seeking ways to improve.
- Quickly applies learning to achieve results.
- Takes risks in learning.

Passion and Resilience

- Persists to completion.
- Demonstrates massive enthusiasm and energy – lives and breathes their work.
- Tenaciously works to meet or exceed challenging goals.
- Encourages boundary breaking but asks why?
- A 'can do' attitude with a strong concept of the 'team'.

Leadership

Trust and Integrity

- Is direct and truthful.
- Keeps confidences.
- Doesn't misrepresent themselves for personal gain.
- Builds empathy.
- Operates with integrity.
- Ability to foster mutual trust and respect as a key component of creating honest one-on-one conversations.
- Understands how to motivate a diverse team.

Adaptability

- Sees others' views and tailors behaviour and messages appropriately.
- Ability to maintain effectiveness and positivity when experiencing major changes in structures, processes, requirements, environments or cultures.



Chief Operating Officer Specific

Workload Management

- Ability to multi-task with proven time management, prioritising and organisational skills.
- Makes preparations so that own and others work can be done effectively.
- Schedules to avoid conflict.
- Leverages resources to complete work efficiently.
- Stays focused to ensure completion.
- A high level of proficiency in all Microsoft Office applications.
- Shows a high level of attention to detail across all tasks.

Planning & Prioritising

- Sets crystal clear and realistic outcomes.
- Zeros in on critical aspects and puts the trivial aside.
- Breaks down work into objectives and process steps; relentlessly focussing on detail when necessary.
- Delegates work to the right people at the right time.
- Anticipates and adjusts for roadblocks.
- Evaluates performance against objectives.

Getting the Best Out of Others

- Understands people and their motivators.
- Builds confidence and belief.
- Builds capability (characteristics, experience, knowledge).
- Adjusts information, communication and approach to different individuals.
- Able to give and receive feedback effectively.

Building & Maintaining Relationships

- Relates well to all kinds of people.
- Builds rapport well.
- Uses diplomacy and tact when needed.
- Has the patience to listen to others.
- Remains open to ideas.
- Supports others.
- Well developed judgement and sense of integrity to deal with sensitive and confidential issues.
- Ability to resolve conflict with amicable agreement between more than one party.
- Clear and concise communicator.