



CHIEF EXECUTIVE

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Quoting 181001-01



- Enhance the community through sport and physical activity
- Support the Upper Harbour, Rodney, Kaipatiki, Devonport-Takapuna, Hibiscus Coast and Bays areas
- Strategic leadership and stakeholder management focus

ABOUT HARBOUR SPORT

Harbour Sport is a registered charitable trust which supports community development for sport and healthy lifestyles and strives to influence more people to participate in sport and physical activity. As one of 18 Regional Sports Trusts across New Zealand, Harbour Sport services the 336,000 residents of the Upper Harbour, Rodney, Kaipatiki, Devonport-Takapuna, Hibiscus Coast and Bays areas. Harbour Sport supports 5 local Boards, over 200 clubs, 121 schools and 42 Regional Sports Organisations.

The strategic focus is young people, and targeted populations including Maori, Pasifika and East Asian. Providing advocacy, expertise, investment and support Harbour Sport are change agents modelling and sharing best practice in governance, management, leadership and community development.

Financial sustainability and diversity will be at the forefront of Harbour Sport's potential to achieve and deliver quality outcomes to our stakeholders.

Harbour Sport's vision is to have 'A Community Physically Active for Life' by inspiring, empowering and strengthening the community through sport and physical activity.

CHIEF EXECUTIVE

The role of Chief Executive is to lead and manage Harbour Sport to deliver the strategic outcomes as set by the Board.

The Chief Executive will provide clear, decisive and effective strategic leadership to the Harbour Sport Community, develop and maintain a spirit of co-operation, integrity and goodwill.

To be considered for this role you will be tertiary qualified with significant experience in a senior leadership role, ideally from within sport or recreation. You will be a dynamic leader with a proven track record leading and developing teams and staff in successful organisations. With a strong track record in managing like-sized businesses, budgets and resources, your commercial and financial acumen will successfully deliver against strategic objectives whilst building strong networks and relationships across a wide range of stakeholders.

This is a unique opportunity to enhance the lives of North Harbour residents through sport and physical activity.

KEY RESPONSIBILITIES

The Chief Executive takes responsibility for the following areas of work and is expected to set personal and professional standards for all other members of the organisation:

Governance

- Report to the Board regularly in accordance with the Board's direction and ensures that the Board is kept informed of the Trust's performance.
- Schedule regular Board meetings, prepare agendas and record minutes.
- Provide timely advice and policy recommendations relating to management, performances and the finances of the Trust.
- Discharge statutory obligations with regards to the annual meeting, audit and financial reporting and the appointment of Trustees.
- Implement Board policies and determinations.

Executive Leadership

- Act as Chief Executive.
- Build an engaged and high performing culture.
- Lead and coach staff in the performance of their duties and monitor overall staff and programme performances.
- Manage all aspects of staff resources, including performance reviews, contract negotiations, recruitment and work assignments.
- Manage staff meetings, provide timely advice, arbitrate and determine issues where necessary.
- Provide professional development opportunities.

Financial, Legal and Statutory

- Oversee the financial management of the Trust.
- Ensure proper records of accounts are maintained.
- Establish annual operating budgets and monitor expenditure.
- Manage expenditure through various cost centres and programmes.
- Maintain financial systems that result in a satisfactory annual audit process.
- Meet all legal and statutory obligations upon the Trust and obtain professional legal counsel where appropriate.
- Oversee the Health and Safety environment of Harbour Sport - its programmes and its people.

KEY RESPONSIBILITIES (Continued...)

Strategic Planning and Policy Formation

- Ensure the Trust works to an up to date, relevant and realistic strategic plan covering all aspects of the Trust's operations.
- Lead Staff and Trustees through regular planning and review sessions.
- Identify issues of importance and ensure the Trust has relevant plans or policies to deal with such issues.
- Maintain up to date and relevant policy and procedures manual.

Business Planning and Management of Business Relationships

- Develop an annual business plan that is consistent with the Harbour Sport Trust Strategic Plan.
- Develop sound business relationships with Aktive, Local Boards, WDHB, ADHB, RSO's, Community Organisations, Schools and other partners with whom the Trust works.
- Secure new relationships with agencies and corporates to grow the business of the Trust.
- Maintain personal and political ties to business partners.
- Oversee all marketing, sponsorship and events activities to ensure satisfactory servicing of business contract obligations.
- Investigate and secure new business opportunities and review existing involvements to ensure they are relevant to the Trust's goals and identified core business.

Public Advocacy for Sport, Recreation, Physical Activity and Wellbeing

- Position the Trust as the region's acknowledged lead support organisation for sport and recreation and the local physical activity experts.
- Create public awareness of local sport opportunities issues facing sports bodies and sporting successes.
- Work with Local Boards to provide funding, support and advocacy for sport and recreation.
- Interact with local sports organisations to remain abreast of trends and issues.

Manage Sports House

- Maintain Sports House as a professional office base for Harbour Sport and a knowledge repository for sport in the region.
- Liaise with tenants of Sports House.
- Promote Sports House as a meeting/training space for community organisations.

KEY RELATIONSHIPS

Reports to: Harbour Sport Board of Trustees

Staff Responsibilities:

- All Harbour Sport Staff (46 - includes full time and part time)
- Contracted programme staff (7)
- Volunteers

Functional Relationships:

- Chair Harbour Sport Board
- Harbour Sport Staff
- Sport New Zealand
- Aktive
- Waitemata District Health Board
- Auckland District Health Board
- Local Boards
- Targeted population community groups
- Primary Health Organisations
- Major Sponsors and Funders
- Regional Sports Organisations and Clubs
- Education Sector
- Iwi
- Media

SELECTION CRITERIA

In addition to demonstrating **relevant experiences across the core functional areas of responsibility identified in this Position Overview**, candidates applying for the Executive Officer role will require a range of personal and professional skills, including:

Qualifications and Experiences

- Previous experience in a senior leadership role in sport, recreation or business.
- Proven track record at leading and developing teams and staff in successful organisations.
- Experience in strategic planning.
- Bachelor's degree or equivalent.

Skills and Knowledge

- Strong knowledge of business and management principles and practices.
- Strong financial acumen including budgeting, forecasting and monitoring and managing expenditure.
- Excellent relationship management skills with the ability to build strong networks and relationships across a wide range of stakeholders.
- Excellent communication skills - written and oral.

CHIEF EXECUTIVE - HARBOUR SPORT



SELECTION CRITERIA (Continued...)

Key Competencies

- Leadership.
- Strategic thinking.
- Influencing.
- Decision-making.
- Resilience.
- Commercial acumen.
- Risk Management.
- Event and Project Management.
- Collaboration.

LOCATION

The position will be based at the Harbour Sport Offices in Sports House, Stadium Drive, Albany, Auckland. The role will require regular travel throughout the region and occasional domestic travel.

HOURS OF WORK

This is a permanent full time position. Given the unique nature of the sport industry, working outside of office hours, including weekends, may be required from time to time.

REMUNERATION GUIDE

An attractive remuneration package will be available to the successful candidate, negotiable depending upon the skill level and experiences. At the time of applying candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

WEBSITE AND SOCIAL MEDIA

Harbour Sport has a comprehensive website that includes information and news items on all facets of its activities, services and programs.

The website is: harboursport.co.nz

Facebook: facebook.com/harboursport

Twitter: twitter.com/harboursport

TIMELINES

Final interviews and the appointment of the Chief Executive, Harbour Sport are scheduled for November, 2018. The successful candidate would be expected to commence duties as soon as possible.

PLEASE APPLY NOW TO AVOID MISSING OUT!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately. **If you are intending to apply, please do so now** to avoid missing out on this opportunity.

Applications close: Friday 26 October, 2018.

Preferred Format: Sportspeople Recruitment prefers a 2 page letter of introduction and an accompanying CV of no more than 6 pages, merged as one MS Word file.

Candidates must also complete and submit the **Sportspeople Recruitment Application Form** at the time of applying. The Form is available as a download at the Sportspeople Jobs Market listing for this role and contains questions against which we require your specific response prior to considering your application.

APPLY TO

Your application should be sent electronically to jobs@peoplerecruitmentgroup.com with the subject identifier of the email to be formatted as follows:

181001-01 Chief Executive - Harbour Sport <<Your Name>>

ENQUIRIES

The Chief Executive, Harbour Sport recruitment assignment is being managed exclusively by **Sportspeople Recruitment**.

In the first instance general enquiries should be directed to Karen Good FREECALL NZ 0800 634 388 or +61 2 9555 5000 or via jobs@peoplerecruitmentgroup.com.

Sportspeople Recruitment is a specialist division of People Recruitment Group.