

**SCHEDULE A**  
**POSITION DESCRIPTION**

<b>Job title</b>	Operations Manager, Yachting New Zealand High Performance Programme
<b>Reports to</b>	High Performance Director (HPD), Yachting New Zealand
<b>Direct reports</b>	High Performance Programme Administrator
<b>Key Relationships</b>	<p>This role is required to lead effective working relationships both directly and collectively with:</p> <ul style="list-style-type: none"> <li>• Yachting NZ High Performance Director</li> <li>• Yachting NZ high performance programme coaches and athletes</li> <li>• HPSNZ athlete performance support staff</li> <li>• Yachting NZ staff</li> <li>• Other people supporting and enabling the Yachting NZ HP programme</li> </ul>
<b>Location</b>	Primary location will be the Yachting NZ office in Takapuna. Domestic and international travel will be required based on programme needs.
<b>Hours of work</b>	Fulltime position which will require some extended hours and weekend work.

***Background:***

Yachting New Zealand is the national sports body in New Zealand for the sport of sailing at all levels. We are a non-profit organisation of approximately 20 employees around the country and 250+ member clubs, classes and organisations.

YNZ's high performance programme's vision is to maintain a world-class system optimising performance, inspiration and success over multiple Olympic cycles. The success of this role will be measured on the delivery of four key goals:

1. To win multiple medals at world championships and Olympic Games
2. To fast-track identified high potential campaigns
3. To develop future world championships, Olympic and Paralympic campaigns
4. Create a pipeline of talent flowing into the HP system

### **Role Purpose:**

The operations manager is the primary point of contact for operational support.

Aligning with YNZ's high performance programme's strategic overview and budgets, the role is to ensure our athletes and coaches get the performance and operational support needed for successful campaigning.

### **Role Primary Objectives:**

- Make sure that team operations and logistics are an enabler to success on the water.
- Provide up-to-date communications to sailors and coaches regarding competition obligations, funding and wellbeing.
- Financial administration of the YNZ HP programme in partnership with the YNZ high performance director and YNZ finance manager.
- Maintain and develop systems and processes that enable effective management and tracking of the high-performance programme.
- Plan, organise and deliver a world-class onshore support environment at the Olympic Games.
- Track campaign resources and needs against campaign plans and budgets.
- Ensure logistics and shipping requirements are in place for all identified campaigns.
- Understand and deliver the support requirements of YNZ coaches and HP sailor campaigns.

### **Role Delivery:**

<b>Partner with...</b>	<b>to enable ...</b>
<b>YNZ HPD</b>	<ul style="list-style-type: none"><li>• Systems and processes for effective operationalisation of the high-performance programme strategy.</li><li>• Allocation and alignment of resources to support HP programme goals and objectives.</li><li>• Effective risk mitigation planning</li><li>• Financial administration of the YNZ HP programme in collaboration with the HPD and the YNZ finance manager.</li></ul>
<b>YNZ HP coaches &amp; athletes</b>	<ul style="list-style-type: none"><li>• Identification and support for logistical and operational needs of each respective campaign.</li><li>• Track campaign resources and resource allocation across all YNZ HP campaigns.</li><li>• A high level of communications from organising bodies and World Sailing.</li></ul>
<b>HPSNZ athlete performance support consultant</b>	<ul style="list-style-type: none"><li>• Identification of campaign performance support requirements coming out of campaign plans.</li><li>• Effective allocation of HPSNZ athlete performance support resources.</li></ul>

## General High Performance Competencies

Driven by achieving results	Self-awareness	High-speed learning	Adaptability
<ul style="list-style-type: none"> <li>• Has a solution-focused, 'can do' attitude and an athlete-focused approach</li> <li>• Thrives on efficiencies</li> <li>• Has the desire to be part of a winning team</li> <li>• Stays focused and enjoys a challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Good situational awareness. Tailors behaviour, communication and approach to fit different situations</li> </ul>	<ul style="list-style-type: none"> <li>• Engages with the 'action learning' processes (plan, execute, debrief, learn)</li> <li>• Challenges their own ability to do things better</li> <li>• Not afraid to learn and apply new skills and technology</li> </ul>	<ul style="list-style-type: none"> <li>• Thinks on their feet, responds well to pressure.</li> <li>• Is open to feedback and continually seeks ways to improve</li> </ul>

## Role Specific Competencies

Organisational savvy	Leading relationships	Planning & prioritising	Managing operations
<ul style="list-style-type: none"> <li>• Gets things done through formal channels and the informal network</li> <li>• Understands and navigates through sensitive situations to achieve the desired outcome</li> </ul>	<ul style="list-style-type: none"> <li>• Always approachable, and able to build trusting relationships quickly</li> <li>• Operates with a high degree of integrity and maintains confidentiality</li> <li>• Has good communication skills with all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Sets clear and realistic outcomes</li> <li>• Understands critical performance needs and priorities</li> <li>• Anticipates risks, road blocks and plans for contingencies</li> <li>• Proactively reflects and looks to improve systems and processes</li> <li>• Communicates clearly and effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Works well with budgets</li> <li>• Proactively tracks the programme aligned to forecasted budgets</li> <li>• Establishes effective systems and processes to support performance needs</li> <li>• Well planned and projected with logistical and operational support</li> <li>• Highly organised with good attention to detail</li> <li>• Able to cope with multiple projects simultaneously</li> </ul>

**Essential Knowledge, Skills and Experience:**

- A passion for high performance sport
- A proven record of working effectively as part of a team in a high-performance environment
- Ability to co-ordinate and manage resources to achieve project goals on time and to budget and meet expectations
- Responsibility for establishing systems and process that enable operationalisation of strategic plans
- Administrative and financial management skills
- Logistics expertise and experience
- New Zealand citizen or resident

**Desirable Knowledge, Skills and Experience:**

- A passion for yachting, and in particular Olympic class yachting
- Working effectively with elite coaches or high performance managers
- Experience in supporting and enabling campaign success
- A sport or business-related qualification at a degree level
- Meeting the needs of elite athletes and coaches in a high-performance environment
- Involved in successful campaigns resulting in medals or world titles
- Experience dealing with national high performance programmes within national sport organisations