



Title	Head of Delegation (HOD) – Virtus Oceania Asia Games 2022
Type	Volunteer
Reports to	PNZ Games Campaign & Sport Manager
Direct reports	N/A
Event Location/Date	Brisbane, Australia 5-12 November 2022

ABOUT PARALYMPICS NEW ZEALAND (PNZ)

For nearly 60 years, Paralympics New Zealand has championed Para sport in New Zealand. Our legacy of athletic performance at summer and winter Paralympic Games is not only world beating, but more importantly life changing.

We believe we can contribute to a transformed New Zealand which is truly inclusive where Para athletes have the opportunity to participate at all levels of sport and are equally recognised for their successes.

We work together with our members and our partners to ensure equitable opportunities for Para athletes. Our core roles are to provide strategic leadership through collaborative partnerships to strengthen and grow Para sport in New Zealand, and to lead teams to the Paralympic Games.

As the National Paralympic Committee for New Zealand, we support the international Paralympic Movement in recognising the value and power of Para sport and see our purpose as transforming lives through Para sport in New Zealand.

PNZ has strong values that underpins everything we do – leadership, excellence and advocacy.

POSITION PURPOSE

The HOD is responsible for leading a New Zealand Team to the Virtus Oceania Asia Games. This includes:

- Managing the New Zealand Team at the Games – set the tone and culture of the Games team.
- Playing a key leadership role, fully supporting the sports, athletes and support personnel at the Games to enable them to focus on optimising performance and ensuring a good culture.

KEY RESPONSIBILITIES

Games Leadership

To lead the New Zealand Team at the Virtus Oceania Asia Games, working across all the sports (Swimming, Table Tennis, Athletics and Sailing) to help set and follow PNZ policies and procedures relating to the effective functioning and performance of the New Zealand Team.

Campaign Leadership

Be the spokesperson for the New Zealand Team and work with PNZ personnel on campaign public relations and communications.

Sport Support

The key liaison with the Virtus Oceania Asia Games Organising Committee, attending meetings and ensuring all relevant information is provided to the sports athletes and support staff daily.

Logistics and Operational Support

Deliver team managerial support for the athletes and support staff where required. e.g. transport, problem solving, general operational needs,

Relationships

Develop key relationships with athletes, coaches and support staff.

Reporting

Provide written reports to the PNZ Games Campaign and Sports Manager.

Financial / Budget

Work within agreed PNZ Virtus Oceania Asia Games budget, managed by the PNZ Games Campaign and Sports Manager.

Health, Safety and Wellbeing

All PNZ team members have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues (employees and contractors) and visitors. This is achieved by:

- Practicing and encouraging safe work methods, using resources and equipment appropriately
- Taking all reasonable and appropriate steps to minimise and where possible eliminate the risk of harm or injury to others whilst observing PNZ health, safety and wellbeing policies and processes
- Reporting all workplace hazards and accidents to the appropriate person or authority
- Taking a pro-active approach to personalised wellbeing initiatives that are supported by PNZ

KEY RELATIONSHIPS

Internal	External
Games Campaign and Sport Manager Digital and Communications Manager Classification Manager	NSO's Athletes; Coaches and Support Staff Virtus Oceania Asia Games Organising Committee

SKILLS AND ATTRIBUTES

- Previous leadership roles within a multi-sport environment
- Experience working with athletes with Intellectual disabilities
- Leadership qualities and people management experience
- Excellent communication, presentation and interpersonal skills
- Good analysis and problem-solving skills
- Ability to connect with multi stakeholders and build credible relationships
- Strong organisational and planning skills with attention to detail
- Proactive and ability to take initiative
- Resilient and able to cope under pressure
- An ability to work independently and collaboratively as part of a positive team
- Technology literate – including Microsoft applications
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi

APPLICATIONS

Applications are to contain a cover letter and current resume as one document and be sent to recruitment@paralympics.org.nz The full position description can be found on the PNZ website. Please contact Lynette Grace, on 021 990 030 for additional information on this role.

Applications close at 5.00pm on Wednesday 7 September 2022.