



Position Title:	Classification and Pathways Lead
Type:	Full Time (EFT 1.0)
Organisation:	Paralympics New Zealand (PNZ)
Reports to:	Senior Manager, Sport and Pathways
Direct reports:	Lead Classifier Group
Location:	Auckland, New Zealand
Right to work:	To be considered for this role, you must have existing right to work in New Zealand

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 underpin everything we do – leadership, excellence, and advocacy.

PNZ is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all members of the Team. We believe that a diverse team brings a variety of perspectives and ideas, fostering innovation and creativity. We welcome candidates from all backgrounds and abilities to apply and join us in making PNZ great. We are committed to working with people who value the same things as us, as such, applicants with a lived experience of disability, and applicants with relevant skills and experience, are encouraged to apply.

As part of the recruitment process if there is anything we can do to make things easier or more comfortable for you as a candidate please let us know.

POSITION PURPOSE

The Classification and Pathways Lead plays a key role in connecting the Para sport and Para athlete pathways across Summer and Winter Paralympic Games sports, with operational support to enhance classification systems and pathways to maximise Para sport participation at a national and international level. The role collaborates with national and high performance sport partners to support an increase in the number of Para athletes entering and progressing through Para sport pathways.

The role will also work closely with key external stakeholders and lead delivery of the New Zealand Classification Strategy and framework across the Para sport sector. Central to this, the role will guide and support development and implementation of robust, sustainable and Code compliant Para sport classification systems, structures, and knowledge – all contributing to a successful Para sport pathway and to enable Para athlete performance and success.

KEY RELATIONSHIPS

The Classification and Pathways Lead is expected to build and maintain positive and collaborative working relationships with a broad range of individuals. Key stakeholders include, but are not limited to:

Internal	External
<ul style="list-style-type: none"> • CEO and Secretary General • Senior Leadership Team • PNZ Employees • PNZ Contractors • PNZ Board and Committee Members 	<ul style="list-style-type: none"> • National Sports Organisations (NSOs) • National Disability Sport Organisations (NDSO's) • High Performance Sport New Zealand • Sport New Zealand • Lead Classifier Group • Sport specific classifiers • Para athletes and Paralympians • Athlete support personnel • International Paralympic Committee • National Paralympic Committees • Oceania Paralympic Committee • International Sport Federations • International Disability Sport Organisations • Virtus • Parafed Members

MAIN RESPONSIBILITIES

1. Classification Code Compliance

- Oversee PNZs Classification Strategy and framework, working in conjunction with NSOs, the IPC, IFs, IDSOs and other relevant stakeholders.
- Lead the implementation of and adherence to the IPC Athlete Classification Code from a national context, including consultation on the IPC Code Review.
- Guide, monitor and align New Zealand Para sport compliance to the IPC Classification Code and International Standards.
- Uphold confidence in classification, protect the rights of those in classification, and minimise the impact impairment has on the outcome of competition.
- Conduct annual New Zealand Para sport Classification compliance audit.
- Guide, align and monitor NSOs, through individual Para sport Classification Capability Plans, Para sport classification policies, procedures, rules, regulations, technical and operational requirements to ensure they are Code compliant.
- Support the IPC and IFs on the development of new policies, procedures rules and regulations and best practice models and research that comply with the Code.
- Manage classification appeals and alleged cases of intentional misrepresentation.
- Maintain PNZ classification database, in conjunction with NSOs.

2. Classification Awareness, Education and Training

- Work with key partners to increase awareness and knowledge of the principles, purpose, and scientific rationale of classification within the system, particularly as it relates to expanding and enhancing high performance programmes.
- Support sport partners through the provision of classification expertise, education, and resources to enable them to embed classification into their core business, address classification related barriers and support inclusion for Para athletes in sport specific pathways.
- Organise a biennial national Para sport Lead Classifiers Forum for opportunities to network, share resources, best practice models, and discuss national and international classification matters.
- Support NSOs to enable sport specific classifiers to be nationally trained, certified, retained, and supported to achieve international status.
- Lead the eligibility process for Para athletes with visual impairment and intellectual impairment, as part of the pathway to Paralympic Games or Virtus Games.
- Disseminate classification information and develop educational resources to support the capabilities of NSOs, coaches, support personnel, staff, and other key Para sport leaders.
- Ensure all those involved in classification are aware of their roles and responsibilities under the Code and their IF Classification rules and regulations.
- Act as a liaison person for athletes and support personnel on classification matters, at a national and international level.
- Disseminate classification information and resources, as they arise, to NSOs and key stakeholders.

3. Para sport pathway development

- Maintain effective relationships with all key NSOs, NDSOs and classification stakeholders.
- Account manager for identified NSOs and NDSOs to support Para sport pathway development and implementation.
- Support the capture and communicate best practice examples of Para sport pathway development.
- Guide and support NSOs to ensure Para athlete classification structures and activities are foremost in all Para sport pathway programmes.
- Ensure classification criteria are met for Para athletes seeking international classification and representation at the Paralympic Games or associated events.
- Support data collection and reporting to gain insights, monitor and evaluate Para sport pathway development and implementation.
- Contribute capability to PNZs support for development of Para sport in the Oceania region (as identified).

4. 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.

The above main responsibilities are provided as a key outline, subject to update / amendment from time to time.

EXPERIENCE AND KNOWLEDGE:

- Demonstrated 5+ years industry experience in a relevant field e.g., health, sport performance, sport development, sports coaching, with a relevant tertiary qualification an advantage.
- Understanding of New Zealand sport and recreation system, in particular Para sport pathways.
- Knowledge and/or experience of the Paralympic Movement and the role/importance of classification within Para sport, is an advantage.
- Comfortable working with medical subject matter and have the ability to operate with sensitivity, whilst managing confidential information.
- Proven and effective project management skills, with previous experience leading cross-functional projects across an organisation or stakeholders.
- Understand complex processes and systems and communicate in clear and concise manner for a range of audiences.
- Experience in strategic planning, strategy implementation and stakeholder engagement.
- Proven experience building and maintaining effective relationships with senior leaders.
- Strong networking skills and the ability to work with key partners and stakeholders, and across different parts of the organisation.
- Experience in developing and delivering resources, and education programmes.
- Interest in the sporting sector, this may be through association or participation but must understand the role sport plays in contributing to building a positive society.
- Knowledge of, and commitment to the Treaty of Waitangi – Te Tiriti o Waitangi.

SKILLS AND ATTRIBUTES

- A self-starter, proactive with a high level of initiative and sound judgement.
- Excellent oral and written communication skills, the ability to clearly articulate themselves.
- Strong work ethic and prepared to take ownership of work outputs.
- Comfortable working as part of a small, professional office, with a focus on collegial support, mutual respect and the delivery of results.
- Excellent attention to detail.
- Integrity with a clear commitment to maintaining professional standards and maintains confidences at all times.
- Flexible, reliable, adaptable and focused.
- A strong customer focus and a commitment to go the extra mile to get the job done.
- Willingness to support other colleagues as a member of a close-knit team when workloads need to be hard to ensure deadlines are met.
- Due to the nature of the work at PNZ there may be times when you are requested to travel and/ or work on weekends.