



Position Title:	Senior Manager, Sport and Pathways
Type:	Full Time (FTE 1.0)
Organisation:	Paralympics New Zealand (PNZ)
Reports to:	Head of Games and Sport Delivery
Direct reports:	Para Cycling Programme Manager (Fixed Term Contractor) Shooting Para sport Programme Lead (FTE 0.2) Classification and Pathways Manager
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 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 Senior Manager, Sport and Pathways is responsible for providing strategic advice and operational support to enhance Para sport and Para athlete pathways and performance. Working in conjunction with key sport partners, including High Performance Sport New Zealand, National Sport Organisations, and National Disability Sport Organisations, the role seeks to ensure that Para sport pathways provide opportunities for Para athletes in New Zealand – from participating at the community level, through to competing on the world stage at global events.

The role leads PNZ managed sports, supporting Para athletes, coaches and support staff to be able to prepare and perform at their best, and achieve medal success. The role also oversees PNZ's responsibilities for Para athlete classification, as one of the key components of the Para sport pathway. Directly managing key relationships with NSOs and NDSOs, the Senior Manager, Sport and Pathways also contributes to the successful planning for the NZ Paralympic Team's participation in each Summer and Winter Paralympic Games.

KEY RELATIONSHIPS

The Senior Manager, Sport and Pathways 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 • PNZ Athletes' Council 	<ul style="list-style-type: none"> • High Performance Sport New Zealand • Sport New Zealand • NZ Paralympic Team • Chef de Mission and Games Support Staff • International Paralympic Committee • Oceania Paralympic Committee • National Paralympic Committees • New Zealand Olympic Committee • International Sport Federations • National Sports Organisations and National Disability Sport Organisations • VirtusHigh Performance Directors/Managers • Lead Classifier Group • Drug Free Sport New Zealand • Paralympians and Para athletes • High Performance Coaches and Support Staff • Parafed Members • Commercial Partners and Suppliers

MAIN RESPONSIBILITIES

1. Para sport Pathways and Development

- In conjunction with Head of Games and Sport Delivery, develop a Para sport Pathway and Development Strategy, that actively engages and targets National Sports Organisations (NSO) and National Disability Sports Organisations (NDSO) across each Paralympic Games cycle, with the aim to increase participation and representation with the NZ Paralympic Team, and achieves outcomes within the PNZ Strategic Plan.
- Act as a key account manager for identified NSOs and NDSOs to support Para sport pathway development and implementation.
- Proactivity establish positive relationships with High Performance Director/Manager for each of the 22 Summer sport and 6 Winter sports on the Paralympic Games programme.
- Where additional sports are approved for inclusion in the Paralympic Games by the International Paralympic Committee, seek to incorporate sports as part of the pathways and development programme.
- Assist NSOs with agreed partnership plans, integration plans and ensure ongoing development of Para sport pathways.
- Plan and deliver an annual Para sport Pathway Forum.
- In conjunction with NSOs and NDSOs, schedule and support delivery of sport specific Para sport Talent ID sessions, as part of the Para sport Pathway and Development Strategy.
- Capture and communicate best practice examples of Para sport pathway development with all NSOs and NDOs, (e.g., classification, coaching).
- Support data collection and reporting to gain insights, monitor and evaluate Para sport pathway development and implementation.
- In conjunction with PNZ Para Sport Community Manager, and PNZ Para Sport Collective Manager, identify opportunities for collaboration amongst PNZ members that support continued Para sport opportunities and Para athlete development.
- Identify opportunities to leverage innovation in Para sport, that can support NSOs and NDSOs to enhance Para sport opportunities.
- Develop, in collaboration with key stakeholders, resources that support Para athlete and coach, pathways and development.
- Contribute capability to PNZs support for development of Para sport in the Oceania region (as identified).

2. Para sport Classification

- Support the PNZ Classification and Pathways Lead to guide and support NSOs and NDSOs 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 the eligibility process for Para athletes with visual impairment and intellectual impairment, as part of the pathway to Paralympic Games or Virtus Games.
- Provide additional support to the Lead Classifier Group, in conjunction with the PNZ Classification and Pathways Lead.

3. Para sport Performance: PNZ Managed Sports and NZ Paralympic Team

- Directly lead the planning, resourcing and delivery of PNZ managed sports – Shooting Para Sport, and Para Cycling (including transition to and integration with Cycling New Zealand).
- Oversee development and/or maintenance of agreed health and safety plans for PNZ managed sports.
- Proactively establish positive relationship with High Performance Director/Manager for each of the 22 Summer sport and 6 Winter sports on the Paralympic Games programme.
- Where additional sports are approved for inclusion in the Paralympic Games by the International Paralympic Committee, incorporate sports as part of the Para sport Pathway and Development Strategy.
- Directly manage and support Sport and Pathways employees and contractors, leading a cohesive Team.
- Attend Paralympic Games to provide operational and logistical support (where determined by CEO and Secretary General and Head of Games and Sport Delivery).

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:

- 5+ years work experience in a relevant field e.g. high performance sport, sport development, sport pathways, classification.
- Proven and effective executive management skills, with previous experience leading cross-functional projects across an organisation, reviewing and implementing policy, and assessing and mitigating risk.
- Prior role(s) with experience for reporting and presenting to a Senior Leadership Team, Board and Committees.
- Financial acumen, including development of annual budgets, with regular review and reporting.
- An understanding of organisational planning and performance, including leading direct reports in developing annual performance plan and KPIs, and providing support for performance reviews.
- Proven experience building and maintaining effective internal and external relationships with senior leaders, members of the Team and partners.
- Strong networking skills and the ability to work across different parts of the organisation and within the sector.
- Advanced Microsoft Office skills and experience in the use of CRM platforms.
- 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.
- Appreciation of accessibility considerations in physical and digital environments and some knowledge of how to meet accessibility standards.

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, 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.