

POSITION DESCRIPTION



Position title: **Events Director**
Reports to: Chief Executive
Office location: Cambridge, New Zealand
Employment Status: Full time
Direct reports: Events Coordinator, contract staff as required

CYCLING NEW ZEALAND OVERVIEW

Cycling New Zealand (CNZ) is the national sports organisation (NSO) for all cycling codes in New Zealand, as recognised by the International Cycling Union (UCI), Sport New Zealand, High Performance Sport New Zealand (HPSNZ), the New Zealand Olympic Committee (NZOC) and the New Zealand Paralympic Committee (NZPC), representing the interests of Road & Track, Mountain Bike, BMX, and Schools Cycling.

CNZ is responsible for the management and development of the sport from the national teams at the elite level, including World Championships, Olympic and Commonwealth Games, through to club and community level participation.

CNZ is structured across the areas of high performance and development (athletes, coaches, support staff and officials), events, participation and memberships, commercial, communications and corporate services, including finance and administration.

CNZ's key targeted outcomes are:

- Increased medal success internationally
- Growth in participation and membership
- More role models for New Zealand and cycling
- A strong, healthy, and sustainable organisation

CNZ's key values are:

- We are proud of who we are, what we do, and the sport and organisation we represent
- We care equally about people and performance
- We are inspired and inspiring
- We are humble and engaging
- We are driven by the legacy we will leave

KEY PURPOSE OF ROLE

The purpose of the role is to create and drive the Cycling New Zealand events strategy, including overseeing the effectively delivery of key Cycling New Zealand related events.

KEY FUNCTIONS OF THE ROLE

1. Strategic planning of key events

- a. Working in partnership with our Member Organisations, the High Performance Programme and other key stakeholders, create and manage the delivery of a Cycling New Zealand events strategy, including:
 - i. Developing a process to identify Cycling New Zealand event priorities;
 - ii. Developing a long-term plan of potential event prospects and opportunities and requirements for bids.
- b. Create and maintain a detailed indicative 4 year rolling event calendar covering, in particular but not limited to the key designated Cycling New Zealand events and other key regional, national, Schools and international events.
- c. Where required create and manage event tendering processes for designated events.
- d. Lead the development of international event bids as required in line with the event strategy.

2. Event planning and delivery

- a. Develop and continually review best practice event governance and management procedures (including risk management) templates and systems for key events as necessary for all Cycling New Zealand events.
- b. Ensure event health and safety planning, documentation and implementation is current and adhered to.
- c. Lead all contractual arrangements with designated event organisers where required.
- d. Prepare and oversee annual financial budgets and forecasting.
- e. Undertake any required leadership or support role at designated events where required.
- f. Work in alignment and collectively with the High Performance team to ensure targeted events provide optimal outcomes for HP objectives.
- g. Develop and continually review processes for the operational evaluation of events.
- h. Ensure all post-event reviews are appropriately completed, with key learning assessed for future events.
- i. Event and incident reporting to the Cycling New Zealand board.
- j. Working with event organisers and key Cycling New Zealand personnel, ensure Cycling New Zealand and partners receive all contractually agreed benefits.
- k. Seek sponsorship and funding opportunities for events.
- l. Lead sponsorship relationships and ensure the delivery of agreed benefits for sponsors across the events.

3. Event Certification

- a. Create and oversee the maintenance of an event certification program for New Zealand based events, covering key event requirements and quality assurance monitoring.

4. Management of Events Coordinators

- a. Manage the performance and workflow of the Events Coordinators.
- b. Oversee the appropriate HR management functions including developing the annual performance and development plans, and subsequent performance reviews.

5. Special Projects

- a. Undertake special projects from time to time as agreed with the Chief Executive.

KEY RELATIONSHIPS

1. External

- Sport NZ
- New Zealand Major Events
- Union Cycliste Internationale (UCI)
- Cycling Australia
- Other International Federations as necessary
- Targeted event venue operators
- Targeted Event Organisers

2. Internal

- Cycling New Zealand staff
- Cycling New Zealand Board and subcommittees
- Member Organisation's Board and subcommittees

PERSON SPECIFICATIONS

1. Knowledge, Skills and Experience Required:

- Qualifications in event management, project management or sport
- Experience in planning, managing, and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results
- Experience in feasibility and delivery of major national events
- Experience working with government agencies, international and/or national federations
- Experience managing multiple stakeholders on significant projects
- Strong financial management skills
- Experience in managing business processes, including project and risk management
- Effective facilitator
- Experience in developing, implementing and monitoring compliance with policy
- Strong analytical and problem solving skills
- Strong understanding of event funding and commercial partnering of events in NZ.

2. Key Competencies and Behaviours Required:

- Display the highest levels of integrity and commitment
- Strong leadership skills
- Comfortable to easily move between quality strategic thinking and operational delivery
- Demonstrates strong analytical and problem solving capability

- Strong relationship builder across many differing stakeholders and partners
- Strongly skilled in verbal and written communication

3. Desirable but not essential:

- Experience in delivering cycling events
- Interest or participation in cycling

4. Key notes:

- a. Given the nature of sport, it is likely this role will be required at times to work out of normal business hours including evenings and weekends.
- b. This role may require both domestic and international travel.