



POSITION DESCRIPTION

Position title: High Performance Systems Coordinator
 Reports to: High Performance Manager
 Office location: Cambridge, New Zealand
 Employment Status: Full time
 Direct reports: None

CYCLING NEW ZEALAND OVERVIEW

Cycling New Zealand is the National Sports Organisation for all cycling codes in New Zealand in the interests of; Road & Track, Mountain Bike, BMX, and Schools Cycling. Cycling New Zealand is on a journey to share our story and grow public awareness of Cycling as an exciting and vibrant sport where Kiwi’s succeed. The role of the High Performance Systems Coordinator exists to assist the High Performance Manager in ensuring optimal relationships with Cycling New Zealand’s High Performance partners. This role will provide a broad range of support in terms of ensuring that all internal and external systems that are in place to enable seamless and optimal performances are aligned.

Our Purpose **Unlocking People potential**
 Our vision **A thriving community across the sport of cycling**

ORGANISATIONAL VALUES

INTEGRITY We are honest and transparent, uncompromising in our commitment to strong moral and ethical principles
 RESPECT We celebrate our community, we lead through our actions
 INNOVATION We constantly look at working smarter and more efficiently – seeking improvement in all we do
 EXCELLENCE We aim high in everything we do, striving to be better in all we do
 COLLABORATION We connect to achieve our purpose, we build trust in our relationships

OVERVIEW OF THE HIGH PERFORMANCE OPERATIONS & LOGISTICS TEAM

The High Performance Operations team comprises a team of 4. The team is instrumental in the delivery of all operational and logistical requirements of the High Performance Programme and High Performance Campaigns.

GOVERNMENT & TRUSTS



NAMING SPONSOR

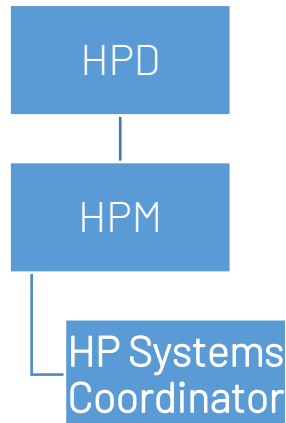


PERFORMANCE PARTNERS



SPONSORS





KEY PURPOSE OF ROLE

The purpose of this role is to support all Cycling New Zealand High Performance Programmes through facilitating direct linkages between Cycling New Zealand and supporting High Performance institutional Partners. In order to optimize athlete and programme support leading to international performances systemic alignments are necessary between partners like, but not limited to, Sport New Zealand, High Performance Sport New Zealand, the New Zealand Olympic Committee and Drug Free Sport New Zealand.

KEY FUNCTIONS OF THE ROLE

1. High Performance System support – Primary responsibilities

- a. In support to the High Performance Manager and High Performance Director and in collaboration with other Operations staff, the HP Systems Coordinator will lead the processes behind the nomination of athletes, coaches and support for different governmental grants and scholarships, such as, but not limited to, Targeted Athlete Pathway Support (TAPS), Prime Minister Scholarships, and other support grants and scholarships;
- b. With input from the High Performance Manager and High Performance Director, and other Operations staff, the HP Systems Coordinator will lead and coordinate the updating and signing of annual athlete agreements and other agreements;
- c. In support of the High Performance Manager, High Performance Director and Chief Executive, and in collaboration with Selection Panels, other Operations staff and Coaches, the HP Systems Coordinator will lead the drafting and amendments, when needed, of selection regulations for each code and lead dissemination of regulations.
- d. The HP Systems Coordinator, with the support of the High Performance Director and other Operations staff will also lead the coordination of the Selection Panels for each code, ensuring selections are carried out and communicated to athletes in the correct manor and time frame.



- e. In support to the High Performance Manager and High Performance Director, and in collaboration with the other Operations staff, the HP System Coordinator will ensure that all obligations and requirements relating to anti-doping are met in partnership with Drug Free Sport New Zealand, NZOC, PNZ and UCI, including but not limited to athlete information, education and testing pool requirements.
- f. When required, and as requested by the High Performance Director, the HP Systems Coordinator will travel as Campaign Manager for any CNZ, Olympic or Paralympic Campaigns;
- g. In support of the High Performance Manager and High Performance Director, the HP Systems Coordinator will lead in the timely dissemination and collection of data of surveys destined to athletes, staff and coaches;
- h. The HP Systems Coordinator will lead the administration of the Cycling New Zealand Training Peaks account.

2. Major Games Campaign planning – Primary responsibilities

- a. In support to the High Performance Manager, assist with the coordination and administration and of all operational and logistical requirements for both the New Zealand Olympic Committee and the New Zealand Paralympic Committee, this may include drafting of internal nomination procedures, staff and athlete long lists as well as staff and athlete accreditation for major Games, such as Youth Olympic Games, Commonwealth Games, Paralympic Games and Olympic Games;
- b. Upon request from the High Performance Manager and in collaboration with other Operations staff, provide assistance to both the New Zealand Olympic Committee and the New Zealand Paralympic Committee when it comes to booking athlete and staff logistics, as well as clothing orders for major Games;

3. Support roles

- a. When required, support other Operations staff in the area of budget development, monitoring and reconciliation;
- b. When required, support other Operations staff in the area of equipment and clothing orders and procurements;
- c. When required, support other Operations staff in the areas of yearly and campaign planning;
- d. When required, provide support to the CNZ Office Administrator for HP IT requirements



KEY RELATIONSHIPS

1. Internal

- CNZ Board and subcommittees
- CNZ athletes, coaches, performance science and health and operational staff
- CNZ selection panels
- HPSNZ capability and athlete performance support staff
- Member Organisation's Councils and subcommittees
- Member Organisation's regional and club bodies

2. External

- High Performance Sport New Zealand (HPSNZ)
- Sport New Zealand
- Drug Free Sport New Zealand
- New Zealand Olympic Committee (NZOC)
- Paralympics New Zealand
- Union Cycliste Internationale (UCI)
- Oceania Cycling Confederation
- Other international cycling federations, in particular AusCycling
- Grassroots Trust Velodrome

PERSON SPECIFICATIONS

1. Knowledge, Skills and Experience Required:

- Experience in delivering solutions, under pressure and to tight timelines and deadline
- Possess an excellent understanding of the standards and demands on athletes and coaches within high performance sport in both a domestic and international context
- Excellent verbal and written communication skills
- Exemplary people skills, listening and provide support and developmental feedback
- Uses appropriate techniques and communication strategies to gain acceptance of ideas and plans
- Convey an image that is consistent with the organizations' Vision and Mission.
- Proven ability to work autonomously with responsibility to deliver to tight project deadlines
- Be able to multi-task and plan effectively when working with a variety of project teams in an often high-pressure and fast paced environment
- Knowledge of High Performance sports campaigns and systems in New Zealand is desirable but not essential

2. Key Competencies and Behaviours Required:

- Passion for excellence and strong desire to excel
Seeks world class levels of professionalism, technical delivery and quality standards; actively accommodates and implements change initiatives; identifies opportunities for improvement and constructively challenges traditional assumptions and methods



- Team working
Brings vision and develops direction and structure, ensures clarity of role and purpose; facilitates the completion of team goals; involves others in team decisions and shares important and relevant information
- Sets high standards of performance for self and others
Assumes responsibility and accountability for successfully completing tasks, ensuring high quality; sets standards for excellence
- Communication
Clearly conveys information and ideas through a variety of media to individuals and groups; adjusts communication to meet expectations, maintain engagement and attention; checks understanding and acceptance; attends to communication from others interpreting correctly and responding appropriately
- Commitment to continuous learning
Actively identifies new areas for learning; regularly takes advantage of learning opportunities; takes risks in learning and applies newly gained knowledge and skills on the job

3. Other Notes:

- Interest or participation in cycling sports
- Domestic and international travel may be required
- Given the nature of High Performance sport, it is likely this role will be required at times to work out of normal business hours including evenings and weekends.