



## POSITION DESCRIPTION

Position title:	<b>High Performance Programmes Administrator</b>
Reports to:	High Performance Operations Manager
Office location:	Cambridge, New Zealand
Employment Status:	Full time
Direct reports:	None

### **CYCLING NEW ZEALAND OVERVIEW**

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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 purpose of this role is to implement the administration processes behind key operations that support the Cycling New Zealand High Performance Programme.

Our Purpose ***Unlocking People potential***

Our vision ***A thriving community across the sport of cycling***

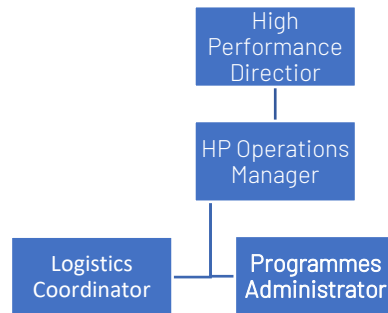
### **ORGANISATIONAL VALUES**

CNZs key values are:

- Integrity: We are honest and transparent in all we do, we are uncompromising in our commitment to strong and ethical principles
- Respect: We celebrate our community, we lead through our actions
- Innovation: We constantly look at how we work smarter and more effectively - seeking improvement in all we do.
- Excellence: We aim high in everything we do, striving to be better
- Collaboration: We connect to achieve our purpose; we build trust in our relationships.

### **OVERVIEW OF THE HIGH PERFORMANCE OPERATIONS**

The High Performance Operations team comprises a team of 3 people. The team is instrumental in the delivery of all operations, logistics and administration requirements of the High Performance Programme.



## KEY PURPOSE OF ROLE

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The purpose of this role is to implement the administration processes behind key operations that support the Cycling New Zealand High Performance Programme.

## KEY FUNCTIONS OF THE ROLE

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### Administration

- Lead and coordinate the updating and signing of annual athlete agreements and other agreements relating to athletes.
- Lead the drafting and amendments, when needed, of selection regulations for each code and lead dissemination of regulations.
- Lead the coordination and administration of the Selection Panels for each code, ensuring selections are carried out and communicated to athletes in the correct manor and time frame.
- 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.
- Lead induction and exit administration processes for athletes entering and exiting the programme.
- Lead other administrative duties as required for the programmes.

### Campaigns

- Lead the application process, data collection, and risk assessment responsibilities and entries for World Cups and World Championships.
- Complete entry and accreditation processes for campaigns.
- Lead all administrative NZOC requirements for major games.

### Relationships

- Foster great relationships with athletes, staff, and key partners such as (but not limited to) Drug Free Sport NZ, the New Zealand Olympic Committee.

## Support roles

- When required, support other operations and logistics staff regarding campaigns, and clothing.

## KEY RELATIONSHIPS

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### Internal

- 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

### 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
- Grassroots Trust Velodrome

## PERSON SPECIFICATIONS

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### Knowledge, Skills and Experience Required:

- Experience in delivering solutions, under pressure and to tight timelines and deadlines
- Excellent verbal and written communication skills
- Exemplary people skills, listening and provide support and developmental feedback
- 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

### Key Competencies and Behaviours Required:

- High attention to detail and process
- Strong initiative to get things done and meet deadlines
- Passion for achieving high quality work
- Great time management
- Sets high standards of performance for self and others

- Assumes responsibility and accountability for successfully completing tasks
- Commitment to continuous learning

**Other Notes:**

- Interest or participation in sport
- 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.