



POSITION DESCRIPTION

POSITION: **PERFORMANCE
COORDINATOR**

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| BACKGROUND | Based in Auckland, GymSports New Zealand (GSNZ) is the peak national body responsible for the development, promotion, governance and leadership of Gymsports throughout New Zealand. |
| CHALLENGE | GSNZ aims to become the number one national sporting organisation in New Zealand. |
| MISSION | Through movement, GymSports New Zealand will lead New Zealanders to do better, feel better, be better. This is a dream that all staff are passionate about realising. |
| BELIEFS | <ul style="list-style-type: none">• Movement is the foundation for all sports and performing arts• We are movement specialists• GymSports New Zealand offers fun, enjoyment and personal achievement that builds confidence• GymSports New Zealand develops and enriches lives• There is a place for everyone• Aspiring to excellence and building winners• Pathways to international performance standards• Celebrating with pride, all levels of achievement• Progress occurs when members do better, more often and in greater numbers• The primary access to GymSports New Zealand is via clubs |

POSITION TITLE PERFORMANCE COORDINATOR

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| MANAGER | This position reports to the Chief Executive Officer |
| LOCATION | Auckland, National Office |
| PURPOSE | To coordinate and manage the delivery of High Performance, Performance and Talent Identification services including the effective delivery of an international tours programme. |
| KEY RESPONSIBILITIES | <ul style="list-style-type: none">• Implementation of strategies and initiatives within the GSNZ Strategic Plan 2010-2012• Implementation and reporting against the GSNZ Annual business plan• Participate in the development of a High Performance Strategy including an Annual Competition Plan (ACP) for international tours• Effective contract management to ensure tours are well organized and managed; liaison with travel and logistics providers• Build and maintain relationships with international bodies and other sporting organizations (where appropriate)• Liaise with Sport Development Committees and the High Performance Advisory Group• Build and maintain relationships with partnership organizations and key stakeholders, particularly in relation to investment in international representation• Contribute to programmes and projects managed by GSNZ staff (where appropriate)• Monitor the effectiveness and accuracy of internal systems and processes; identify opportunities and implement strategies for improving efficiency• Improve communication and build the profile of High Performance gymsports across a range of stakeholders• Provide advice and input into the annual High Performance, Performance and Talent Identification programmes and services• Share information across the organization and the GymSport codes• Gather, analyse and share with GSNZ staff information on the High Performance, Performance and Talent Identification programme, delivery and relationships |

- KEY RELATIONSHIPS
- GSNZ staff, the GSNZ Board, High Performance Advisory Group, Coaches Sub Committees and other GSNZ members
 - GymSports coaches, judges, administrators and volunteers
 - Sport and Recreation New Zealand and other partners and stakeholders
 - GSNZ Suppliers
- ATTRIBUTES
- **Professionalism** – an outstanding ethical and values-orientated approach to work, excellent presentation and a commitment to completing all work to the highest standard.
 - **Leadership** – the ability to empathise and connect with people from a spectrum of audiences; to make complex decisions, work collaboratively with staff and influence stakeholders, the initiative to work independently, and the courage to innovate and take measured risks which lead to enhanced organisational performance.
 - **Communication** – the ability to effectively communicate with a range of audiences, excellent customer service skills, high level written skills in pulling together materials and documents with a user-focused approach, an ability to coordinate and utilize information to drive decision-making, to deliver presentations and a demonstrated ability to resolve or manage conflict situations.
 - **Organisation and Planning** – excellent attention to detail, high level organizational skills, excellent project management skills, an ability manage multiple tasks and contractors, and the ability develop strategic and business plans.
 - **Desired Qualifications** – tertiary qualification, experience in the sport and recreation industry, customer service industries and/or event planning areas desirable.
 - **Computer Skills** – high level of competence in all Microsoft Office programmes and experience with on-line communication software and planning software is desirable.
 - **Personal Attributes** – integrity, honesty, enthusiasm, a commitment to excellence, high levels of motivation and initiative, and a personal commitment to continual learning and development are all critical to working as part of the GSNZ team.

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| REPORTS | N/A |
| DELEGATED AUTHORITY | The delegated authority for this position is \$1,000. |
| SALARY | The salary range for this position is negotiated with individual employees subject to experience and skill levels. Salary packages can be negotiated with the CEO with a clear commitment to a performance culture. Therefore a performance bonus option can be negotiated and agreed at the discretion of the CEO. |
| PERFORMANCE REVIEW | Performance reviews will be carried out at six monthly intervals against mutually established performance objectives. |

ACTIVITIES:

- Attend HPAG meetings
- Attend Coach Sub Committee meetings
- Provide input into High Performance Strategic plan
- Coordinate and organise HPAG, Coach Sub Committee Meetings
- Provide annual HP, Performance and Talent Identification templates
- Communicate international event and National squad qualification and selection criteria to GSNZ community
- Notify GSNZ community (athletes, coaches and judges) of international qualification and selection criteria
- Notify GSNZ community (Clubs, athletes & coaches) of National squad qualification and selection criteria
- Organise National squad sessions, agendas and requirements
- Notify GSNZ community (Clubs, athletes and coaches) of squad dates
- Handle HP/Performance and Talent Identification queries
- Organise International competition administration
- Administer operational activities with partners (including but not limited to NZOC and SPARC)
- Produce and administer funding applications (PEGS, HP Investment, Prime Ministers Scholarships)
- Review, receive and research international results