



### **CANDIDATE BRIEF**

#### **Snow Sports NZ Campaign and Logistics Manager**

*Can you bring your proven project and logistics planning skills to progress New Zealand's athletes and Inspire New Zealand?*

- Olympic focussed
- High Performance Sport Environment
- Flexible working conditions
- Wanaka-based with some international travel

#### **If you think you meet the criteria below we would like to hear from you:**

- You live to be involved in high performance sport.....it's why you wake up in the morning.
- You are passionate about making a difference and want to be involved in inspiring New Zealanders through high performance sport success.
- You can demonstrate the highest professional standards and personal credibility within the global ski industry.
- You'll have to show us that you know your stuff, have relevant knowledge and experience at all levels of project and logistics planning.
- You've got a verifiable ability to create change in athlete performance and associated behaviours as well as the ability to lead teams.
- You can build and maintain relationships in NZ and internationally.
- You are able to work independently and flexibly to meet the needs of internationally based sports programmes but be willing to be part of a small and close-knit team.

#### **The Organisation:**

Snow Sports NZ are all about competitive snow sports, from grassroots to winning on the world stage. We are the national sporting organisation representing the interests of adaptive snow sports, alpine ski racing, cross country skiing, freeskiing and snowboarding in New Zealand.

Our High Performance programme is focussed on delivering medal winning performances at Winter Olympic, Paralympic and premier international events. The dedicated programme targets the support and performance enhancement of identified athletes and coaches to achieve medal winning outcomes.

Following on from medal winning success in 2018 we are now seeking a Campaign and Logistics Manager to join the High Performance team at Snow Sports NZ and take the athletes and programme to the next level.

### The role:

The role reports on a functional basis to the High Performance Manager who will lead the delivery of plans and achievement of goals. The Campaign and Logistics Manager role will be responsible for supporting athlete planning, preparation, and the operational delivery of competitions and campaigns. The role is full on and varied, working up and down the SSNZ athlete pathway from national development to elite podium athletes as well as across the Olympic and Paralympic programmes.

Based in Wanaka, the successful applicant will spend some time away with the teams in the northern hemisphere. Jedi-like performance planning skills coupled with the ability to lead teams of coaches, athletes and providers are critical. The successful candidates will demonstrate a drive for continual improvement and results, have a personal style that is adaptable and resilient, and to be able to build and maintain inspirational and authentic relationships. To top it all you will be able to fit into a small, driven team that loves their sport and having fun along the way.





## **JOB DESCRIPTION – Campaign & Logistics Manager**

**Position:** SSNZ High Performance Campaign & Logistics Manager

**Responsible to:** SSNZ High Performance Manager

**Location:** Depending on annual plan: Wanaka and overseas

### **High Performance Vision:**

Inspiring New Zealanders through Winter Olympic, Paralympic, World Championship and premier event success.

### **Position Purpose:**

Supporting the High Performance Programme in logistics, planning and project support. Delivering effective competition and preparation plans in the build up to Beijing 2022. Support the SSNZ High Performance Programme to achieve the outcomes contained in the SSNZ 2018-2022 + Strategy, in particular:

- ✓ 2+ medals at the 2022 Olympic Winter Games
- ✓ 2 + medals at the 2022 Paralympic Winter Games

Work and establish relationships to assist the New Zealand Olympic Committee (NZOC) and Paralympics New Zealand (PNZ) Team Services with the logistics for preparing the Beijing 2022 Winter Olympic and Paralympic Games Teams.

Ensuring a seamless transition from annual competition and preparation through to Beijing 2022. Working in conjunction with the Games Planning Teams to assist in the coordination and implementation of a successful Games Plan.

### **Position Objective:**

- Assist the High Performance Manager in the delivery of logistics, campaign and programme support including travel, accommodation, visa applications, uniform and outfitting, accreditation and connectivity.
- Coordinate health and travel insurance (BUPA and Allianz) cover for all travelling members of the High Performance Programme.
- Manage the FIS online entry portal so that all World Cup and World Championship entries are successfully uploaded for all carded athletes.
- Support Case Management meetings and APS providers in the delivery of performance services.
- Assist in the collation of injury surveillance responses and database
- Ongoing management of the Smartabase database.
- Assist with equipment inventory management including radio and Spectrum management, Reveal Video System and on-hill Assets (skidoos, snow blowers, air bags)
- Assist with DFSNZ information dissemination and athlete compliance.
- Support the delivery of landing bag operations and other key projects.
- Support the implementation of key areas of the High Performance annual plan.
- Ongoing process improvement.
- Ensure all processes and systems are being developed to benefit the current campaigns and are structured to enhance the future campaigns of SSNZ athletes and coaches.
- Ensuring that detailed records and notes are retained allowing for effective debriefing and reporting.

### Key relationships:

Internal	External
<ul style="list-style-type: none"> <li>• High Performance Director</li> <li>• High Performance Manager</li> <li>• SSNZ Head Coaches</li> <li>• SSNZ Coaches and Athlete Support Staff</li> <li>• All carded athletes</li> </ul>	<ul style="list-style-type: none"> <li>• NSO High Performance representatives</li> <li>• International Bodies (IOC, IPC, AFP, TTR, FIS)</li> <li>• Domestic bodies (NZOC, PNZ, SSNZ, ISSNZ)</li> <li>• Parents</li> <li>• Regional and feeder programmes</li> <li>• Travel and accommodation providers</li> </ul>

### Key Tasks and Expected Results:

This role will play a significant part in Snow Sports NZ achieving its strategic priorities that will ultimately be measured by:

- Organisational excellence
- Successful athlete and coach development pathways
- Success on the world stage (World Cups, World Championships, Winter X-Games, Winter Olympics and Winter Paralympics)

Strategic Area	Key Task	Expected Result
Campaign Planning & Logistics	<ul style="list-style-type: none"> <li>• Project based event logistics</li> <li>• Competition entries</li> </ul>	<ul style="list-style-type: none"> <li>• Competition and camp logistics enhance athlete progression and performance</li> <li>• Athlete competition entries are completed on time and communicated to coach and athlete</li> </ul>
Annual Plan Project Management	Involved in the strategic planning and implementation of the SSNZ HP plan.	Agreed input into the strategic and annual plan implementation of key areas of plan are complete.
Liaison and Relationship Management	Regular communication with stakeholders <ul style="list-style-type: none"> <li>• Conflict resolution</li> <li>• Disability awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders report that communication is timely and effective</li> <li>• Conflicts are resolved with skill and empathy leading to continued performance</li> <li>• Adaptive athletes have specific needs met in order to achieve their goals</li> </ul>
Resource Management	Equipment and resource maintenance	<ul style="list-style-type: none"> <li>• Equipment is maintained and working</li> <li>• Equipment inventories are up to date</li> <li>• Booking system is in place</li> <li>• Technology supports progression domestically and internationally</li> </ul>

Case Management and Athlete Performance Planning	Support the HP Manager, coaches and APS providers in CMM	<ul style="list-style-type: none"> <li>• Case management meetings are effective</li> <li>• Clarity of individual accountabilities</li> <li>• Smartabase database is up to date.</li> </ul>
Games Planning	Assist the NZOC/PNZ with the preparation of the 2022 Games Team.  Ensuring a seamless transition from annual competition to Beijing 2022.	<ul style="list-style-type: none"> <li>• Input into the development of the Games plan.</li> <li>• Work with NZOC/PNZ Team Services Coordinator to develop systems and processes that will lead to the successful implementation of the logistics plan.</li> </ul>
	Accreditation	<ul style="list-style-type: none"> <li>• All long-list athletes and support staff have entered all required information into the NZOC's system/database.</li> <li>• Data is accurate and ready for upload to the Organising Committee.</li> </ul>
	Sport Entries	<ul style="list-style-type: none"> <li>• Collect and provide the relevant data for the successful sport entry of each athlete.</li> </ul>
	Travel	<ul style="list-style-type: none"> <li>• NZOC/PNZ Travel Policy is integrated into the travel plans for each athlete and support staff.</li> </ul>
	Outfitting	<ul style="list-style-type: none"> <li>• Help to gain athlete and support staff input on the uniform requirements.</li> <li>• Assist in the collection of sizing data and its input into the NZOC/PNZ planning docs system.</li> </ul>
	Competition Uniform	<ul style="list-style-type: none"> <li>• Competition uniform complies with NZOC/PNZ guidelines and are signed off by the deadline.</li> </ul>
	Ongoing Process Improvement	<ul style="list-style-type: none"> <li>• Processes and systems are being developed to benefit the current Games campaign and also structured to enhance the future campaigns.</li> </ul>
Continual Improvement	Engagement in professional and personal development planning.	<ul style="list-style-type: none"> <li>• Annual IDP and IPP are completed.</li> </ul>

## Health, Safety and Wellbeing

All employees have a responsibility to work towards maintaining a safe and healthy work environment for both work colleagues and visitors, including contractors. 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
- Reporting all work place hazards and accidents to the appropriate person or authority
- o HPSNZ health and safety policies and processes are observed and implemented on time and to standard.

## Person Specification:

This part of the position description defines the key elements of the person description of Campaign and Logistics Manager. These descriptors will assist SSNZ in a variety of ways including:

- Setting a benchmark for Snow Sports NZ leadership
- Assist in the identification and recruitment of the Campaign and Logistics Manager
- Assist in the retention of the Campaign and Logistics Manager

To keep the Success Profile simple, a framework comprising three components has been created. The details of each component are outlined in the following pages.



### 1. 'What I Am Capable Of' (personal characteristics)

These competencies define clusters of behaviours, knowledge, and motivations that are related to success or failure within the role of Campaign and Logistics Manager.

#### High Performance Characteristics – The 'Price of Entry'

<b>Driven by Achieving Results</b> <ul style="list-style-type: none"><li>• Ability to meet challenging targets in high-pressure situations</li><li>• Competitive and has the will to win</li><li>• Seeks challenging performance opportunities</li></ul>	<b>High-Speed Learning</b> <ul style="list-style-type: none"><li>• Continually challenges their own ability</li><li>• Has a fixation for new learning – is constantly learning and seeking ways to improve</li><li>• Quickly applies learning to achieve results</li><li>• Takes risks in learning</li></ul>
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<b>Self-Awareness</b> <ul style="list-style-type: none"> <li>• Is clear on others' expectations of them</li> <li>• Understands the impact their behaviour has on others</li> <li>• Challenges their own leadership ability</li> <li>• Remains humble</li> <li>• Continually seeks feedback from athletes, NSO staff, and others.</li> <li>• Regularly challenges their own professional knowledge and skills.</li> </ul>	<b>Passion/Tenacity / Resilience</b> <ul style="list-style-type: none"> <li>• Leading in HP sport is a way of life, not a job</li> <li>• Passion drives a massive work ethic</li> <li>• Never lets up despite obstacles and setbacks</li> <li>• Ability to achieve difficult results through hard work, perseverance and high energy</li> <li>• A "can do" attitude with strong concept of the "team"</li> </ul>
<b>Trust &amp; Integrity</b> <ul style="list-style-type: none"> <li>• Is direct and truthful</li> <li>• Keeps confidences</li> <li>• Doesn't misrepresent themselves for personal gain</li> <li>• Builds empathy</li> <li>• Operates with integrity</li> <li>• Ability to foster mutual trust and respect as a key component of creating honest one-on-one conversations</li> </ul>	<b>Adaptability</b> <ul style="list-style-type: none"> <li>• Sees others' views and tailors behaviour and messages appropriately</li> <li>• Ability to maintain effectiveness when experiencing major changes in structures, processes, requirements, environments or cultures</li> </ul>

#### Campaign and Logistics Manager - *Specific Characteristics*

<b>Manages the Work</b> <ul style="list-style-type: none"> <li>• Ability to multi-task with proven time management, prioritising and organisational skills</li> <li>• Makes preparations so that own and others work can be done effectively</li> <li>• Schedules to avoid conflict</li> <li>• Leverages resources to complete work efficiently</li> <li>• Stays focused to ensure completion</li> </ul>	<b>Getting the Best Out of Others</b> <ul style="list-style-type: none"> <li>• Understands people and their motivators</li> <li>• Sets challenging performance targets</li> <li>• Builds confidence and belief</li> <li>• Builds capability (characteristics, experience, knowledge)</li> <li>• Adjusts information, communication and approach to different individuals</li> <li>• Able to give and receive feedback effectively</li> <li>• Ability to exhibit different leadership styles to lead a team or project to achieved expected outcomes</li> </ul>
<b>Vision &amp; Purpose</b> <ul style="list-style-type: none"> <li>• Develops and embraces, and is comfortable with, a compelling vision and sense of purpose</li> <li>• Frames the vision so it can be shared</li> <li>• Talks beyond today</li> <li>• Talks about possibilities</li> </ul>	<b>Building &amp; Maintaining Relationships</b> <ul style="list-style-type: none"> <li>• Relates well to all kinds of people</li> <li>• Builds rapport well</li> <li>• Uses diplomacy and tact when needed</li> <li>• Has the patience to listen to others</li> <li>• Remains open to ideas</li> <li>• Supports others</li> </ul>
<b>Making Change Happen</b> <ul style="list-style-type: none"> <li>• Recognises which intervention will return the greatest performance</li> <li>• Makes the tough performance decisions</li> <li>• Addresses change resistance</li> </ul> <b>Continuous Improvement</b> <ul style="list-style-type: none"> <li>• Encourages boundary breaking</li> </ul>	<b>Planning &amp; Prioritising</b> <ul style="list-style-type: none"> <li>• Sets crystal clear and realistic outcomes</li> <li>• Zeros in on critical aspects and puts the trivial aside</li> <li>• Breaks down work into objectives and process steps; relentlessly focussing on detail when necessary</li> </ul>

<ul style="list-style-type: none"> <li>• Suggests new possibilities</li> <li>• Implements innovations appropriately and manages the associated risks</li> <li>• Seeks new ways of delivering effective programme support</li> </ul>	<ul style="list-style-type: none"> <li>• Delegates work to the right people at the right time</li> <li>• Anticipates and adjusts for roadblocks</li> <li>• Evaluates performance against objectives</li> </ul>
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## 2. *'What I Have Done' (experience)*

To be successful as the Campaign and Logistics Manager it is expected that the individual will have been exposed to experiences that shape their future responses to often challenging situations.

### Essential

- Experience in project/event and logistics planning
- Experience in successfully coordinating the needs of a team
- Experience in significant budgeting
- Being able to professionally balance and prioritise a variety of stakeholder priorities
- Intermediate to advanced skills in MS office suite and project management software

### Desirable

- Experience in project/event and logistics planning within sport
- Experience in complex event management
- Experience delivering events in alpine environments

## 3. *'What I Know' (knowledge)*

Our Campaign and Logistics Manager will need to know their stuff. This will ensure they deliver excellence and will contribute to their personal credibility.

### Essential

- A strong understanding of project or event management
- An understanding of writing and reporting protocols
- Robust knowledge of planning, integration of support services and performance monitoring

### Desirable

- Knowledge of international airline carriers and their routes / carriage conditions
- An understanding of elite sport or of a performance outcome environment
- Experience working in the Olympic or Paralympic environment





Please send a CV and  
covering letter to  
[info@snowsports.co.nz](mailto:info@snowsports.co.nz)  
Application close on the  
12<sup>th</sup> October 2018