



High Performance Programme Manager - Job Description

Squash New Zealand is seeking expressions of interest from suitably qualified people for the position of High Performance Programme Manager to oversee the management and administration of the national high performance programme. This is a new appointment that aligns with the recently adopted strategic plan and the goal of achieving further international success.

Primary Objective

To provide leadership and direction for a High Performance programme that will deliver international success.

Desired Attributes

- Excellent Leadership and Management skills
- Knowledge and relevant experience of High Performance environments
- Highly motivated, energetic, results driven with a “can do” attitude
- Ability to effectively communicate with all stakeholders
- Enjoy working within a small team
- Ability to influence cultural change
- Ability to work calmly under pressure and with limited resources
- Capacity to adapt, be flexible and multitask
- Have personal integrity
- A comprehensive understanding of Coach Development
- Excellent time management skills

Key Tasks

The Manager will liaise and work alongside a High Performance Advisory Panel and Squash New Zealand staff. The Manager will coordinate and deliver the following:

1. Player liaison
 - IPPs are agreed and implemented,
 - Player meetings are planned co-ordinated,
 - All player reporting is timely and relevant,
 - This role will provide guidance to the players and support planning,
2. Coach liaison
 - High Performance squad reporting,
 - High Performance coach activity co-ordination,
 - High performance coach development alongside the SNZ Coaching Director,
 - Undertaking coaching appointment and contract negotiation.
3. Programmes
 - Co-ordination of the various programmes,
 - Supervision and review of programme activities and outcomes,

- Programme logistics,
 - Programme reporting and follow up.
4. Policy review and implementation
 - To ensure policies are current and relevant, policies include but are not limited to selection, representation, code of ethics, etc.
 5. Player agreements
 - Assist with the negotiation and monitoring of player contracts,
 - Provide player advocacy support where necessary.
 6. Stakeholder relationships
 - To maintain and build relationships with a number of stakeholders including but not limited to Sport NZ, HPSNZ, SNZ national office, parents, sponsors.
 7. Events
 - To help in the organisation and decisions regarding international events within and outside of New Zealand.
 8. Other appropriate tasks as and when required by the High Performance Advisory Panel and the SNZ office.

In particular, the Manager must agree:

- To conduct themselves in a proper manner so as not to bring themselves and SNZ into disrepute.
- Not to make, comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have a prejudicial effect on the interests of the HP personnel or SNZ.
- To conduct themselves in such a manner as to obtain and maintain their best possible physical fitness and health to carry out their duties to the best of their ability.

Responsible to:

- Squash New Zealand Chief Executive

Key Relationships:

- Elite Junior Girls Squad and World Junior Girls Team Lead Coach
- Elite Junior Boys Squad and World Junior Mens Team Lead Coach
- Junior Development Squad Lead Coach
- Assistant Coaches
- Athletes
- External providers e.g. Strength and Conditioning Coach
- Squash New Zealand Squash Director
- Squash New Zealand National Coaching Director
- Squash New Zealand Chief Executive
- High Performance Advisory Panel
- Parents/Caregivers of Squad Athletes
- Athletes' Personal Coaches

For further information please contact Jim O'Grady

Phone 201 875 203 or email jim@squashnz.co.nz