

# PARTNERSHIP MANAGER

## Purpose of The Role

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The Partnership Manager reports to the GM Partnership and leads the development of strategic partnerships providing for growth opportunities for Sport Wellington and providing the means to leverage decisions which impact positively on Sport Wellington's Strategic priorities.

The Partnership Manager identifies opportunities to partner with organisations that support active lifestyles, as well as supporting opportunities to grow revenue streams for Sport Wellington. The Partnership Manager is responsible for initiating and forming new partnerships, managing existing partnerships and maintaining positive relationships with local, regional, and national stakeholders.

The Partnership Manager will work alongside Delivery Managers to identify strategic opportunities to support capability development and delivery programmes. They will also take the lead in developing stakeholder engagement plans, working with the Communication and Marketing Lead to ensure that plans are in line with Sport Wellington Communication Strategy and Stakeholder Engagement Strategy. The Partnership Manager works with an understanding of and aligned to the Living Well Strategy and its sub-plans.

The Partnership Manager will work collaboratively with other Sport Wellington Managers to enhance Sport Wellington as a regional leader through effective communication, innovation, knowledge sharing, influencing, and partnering.

## Partnerships Team Purpose

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The Partnerships Team will provide leadership and advocacy to develop strategic partnerships across the region that increase levels of physical activity to create healthier, happier, and better-connected communities towards a stronger Aotearoa. Embracing the principles of Te Tiriti o Waitangi, and our belief in the importance of inclusion and diversity, the Regional Programme Team will ensure that no one misses out.

Recognising that Sport Wellington cannot do everything, the Partnerships Team leads the identification and development of strategic partnerships and relationships that support and enhance Sport Wellington's programme development and delivery. The Partnerships Team is responsible for maintaining existing partnerships and identifying opportunities for new partnerships and future funding, including identifying future revenue generating opportunities.

The Partnerships Team is the caretaker of Sport Wellington's Strategy 2032 and provides the CEO and Sport Wellington senior leadership team with insights and evaluations on the performance of Sport Wellington against its activities, objectives, and strategic outcomes.

## Role Accountabilities

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### Leadership and Management

- Management, leadership, mentoring and support of direct reports including performance and development, recruitment and retention, the development of individual key performance indicators and training and development plans. Lead the collective performance of the Partnership Advisors including oversight, alignment, and performance across populations, as

well as building the capability of the team members to grow their knowledge across multiple populations.

- Alignment of Partnership Advisors to organisational direction, ensuring that team objectives, individual objectives, KPI's, and individual development plans reflect this.
- Ensure internal and external reporting requirements for Partnership Advisors are completed in line with organisational expectations.
- Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

### **Strategic Partnerships**

- Proactively develop and maintain partnerships and relationships with organisations that can enable quality opportunities for physical activity.
- Actively engage in regional networks to identify potential partnerships and relationships that can support and contribute to Sport Wellington's strategic priorities.
- Contribute to strategic relationship management undertaken by the SLT and Board, representing the CEO and/or GM Partnerships, locally, regionally, and nationally as required.
- Cultivate an awareness of the changes occurring in both the region and the sector to enable opportunities to be identified and risks to be mitigated in a timely manner.
- Contribute to and enhance Sport Wellington as a regional leader through effective communication, innovation, knowledge sharing, and partnering.

### **Strategic Planning**

- Keep abreast of the changes in the region and sector to identify areas of opportunity for innovation, partnership and commercial development.
- Remain cognisant of the sector environment and identify any new approaches and capabilities with a view to analyse and/or implement them within Sport Wellington to contribute to strategic outcomes.
- Identifying potential wider future income trends and opportunities for the organisation and sector.
- Contribute to organisational strategies and frameworks, collaborating with other Sport Wellington leaders.
- Contribute to Senior Leadership discussions and attend Senior Leadership meetings as required.

### **Project Management**

- Initiate and or coordinate the development of innovative projects, policies, and plans (including implementation plans) through to an appropriate handover point to the relevant Delivery Manager.
- Manage the development, review and presentation of new partnerships or changes to existing partnerships.
- When required, consult with key partners, such as Sport NZ, in developing any future plans or partnership activities.
- Manage unspecified internal or external project work as assigned by the GM Partnerships

### **Knowledge Management**

- In line with the Knowledge Management Strategy support maintenance of an effective knowledge management culture at all levels in Sport Wellington.
- Ensure key insights, patterns and themes are drawn from across the Region to feed into knowledge management approach.

### **Relationship Management**

- Co-ordinate and communicate with Sport Wellington staff, external partners, and stakeholders in support of specific projects, planning and reviews.

- Identify, build, and maintain relationships and partnerships with people and organisations to positively influence the provision of sport and active recreation in the Wellington region.
- Advocate the value of sport and active recreation to potential partners, stakeholders and strategic decision makers including the provision of research, analysis, and best practice.
- Manage internal and external relationships in accordance with the Sport Wellington's stakeholder relationship plan.
- Ensure a good working knowledge is maintained of other Sport Wellington teams and their work, outcomes, and successes.

## **Key Relationships in Role**

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### **Internal**

- Sport Wellington Board Members
- CEO
- General Managers
- Community Development Manager
- Regional Programme Managers
- Insights and Evaluation Manager/Advisor
- Regional Planning and Development Manager
- Other Partnership Managers
- Partnership Advisors
- Finance and Administration Manager

### **External**

- Funding Agencies
- Regional and Local Councils
- Government agencies, including Sport NZ, MoH, MoE
- Regional Sporting Organisations
- College Sport Wellington
- Health Sector organisations
- Education Sector organisations
- Tertiary Institutions
- National Sporting Organisations
- New Zealand Recreation Association
- Regional Sports Trusts

## **Key Things We Are Looking For**

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### **Qualifications, Skills and Experience**

- A tertiary qualification or experience operating at an operational level in relevant positions such as contract/partnership negotiations
- Effective leadership and management skills and experience
- Experience as a facilitator
- Effective people skills and experience in people management
- Efficient communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Competent budget and finance skills and experience
- Stakeholder management skills and experience

- Time management skills
- Adaptability/flexibility

### Technical Skills and Knowledge

- An understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- An understanding of contract management
- Be able to develop a strategic approach to problems.
- Ability to be innovative and anticipate areas of focus

### Interpersonal and Relationship Skills

- Ability to build rapport and maintain relationships
- Understanding of and affinity to Sport Wellington's 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivated, resilience and drive
- Accuracy and attention to detail

## What Being Part of the Sport Wellington Team Means

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- Support and demonstrate the Sport Wellington Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation. These behaviours are connected to: Teamwork (mahi tahi); Excellence (panekiratanga); Innovation (auahatanga); Leadership (rangatiratanga); and Partnerships (whanaungatanga).
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Sport Wellington, and committing to continued personal and professional development.
- Proactively looking for opportunities to improve the operations and performance of Sport Wellington and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Sport Wellington procedures, policies, and guidelines.
- Demonstrating a commitment to and respect for the Te Tiriti O Waitangi and incorporating this into our work.
- Supporting Sport Wellington's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Sport Wellington's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Sport Wellington initiatives such as events e.g. Round the Bays.

## Dimensions of the Role

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**Reports to:** General Manager Partnerships  
**Location:** Greater Wellington Region  
**People Responsibilities:** Up to 3  
**Grade:** 19

**Department:** Partnerships  
**Date:** December 2020  
**Authorities:** As per Delegated Authority  
**Fixed Remuneration:** \$84,151-\$88,826