

GENERAL MANAGER DELIVERY

Purpose of The Role

The General Manager Delivery is part of the Senior Management Team reporting to the CEO.

The GM Delivery provides strategic direction and leads the implementation of programmes that contribute to an increase in physical activity and community wellbeing within the region. The GM Delivery will ensure that programmes recognise community differences and meet changing and developing needs across the Wellington region.

The GM Delivery is also responsible for developing capability and capacity of individuals and organisations, working collaboratively with GM Strategy and Partnership to identify opportunities for growth.

The GM Delivery, alongside the CEO and other members of the Senior Management Team takes a one team approach and is a role model for people leadership and the values and principles that underpin Sport Wellington, enhancing its credibility and reputation.

Senior Leadership Team Purpose

To set and monitor the strategic and operational direction and performance of Sport Wellington and ensure organisational alignment:

- To provide leadership direction, approval, and oversight to operational work of significance
- To work with a future orientation to ensure that Sport Wellington's strategies and work programmes are fit-for-purpose now and into the future
- To act as a forum for portfolio leaders to support the CEO and the Board and to interpret Board direction.

Role Accountabilities

Leadership and Management

- Lead and manage the delivery of contract outcomes across the health, education, play, active recreation, active transport, and sport space.
- Establish and implement business unit policies, goals, objectives, and procedures in line with Sport Wellington Strategy 2032, Sport Wellington Way and expectations of CEO and Board.
- Monitor and review business unit KPIs against strategic priorities and objectives.
Manage the overall budget for Delivery to achieve goals and financial outcomes.

People Leadership

- Manage, lead, mentor and support direct reports including performance and development, recruitment and retention, the development of individual key performance indicators and training and development plans.
- Manage staff in a professional manner enabling a healthy, safe and cooperate working environment.
Create a positive, innovative and customer focused working environment that supports and reflects the passion and enthusiasm of Sport Wellington.

Strategic Thinking

- Provide strong analytical ability and strategic thinking capability to assist Sport Wellington to play a lead role in the sector.

Contribute to the ongoing development and implementation of strategic priorities that deliver to Sport Wellington Strategy 2032.

Business Improvement and Reporting

- Regularly evaluate and seek improvement within Delivery areas, to maximise value and drive efficient and effective outcomes.
- Analyse and respond to regional and sector changes in sport and active recreation and be ready to implement delivery improvements that remedy underperformance and respond to expectations within Sport Wellington strategic priorities.
- Provide timely and accurate reporting to the CEO and Sport Wellington Board as required.

Relationship Management

- Develop collaborative and collegial relationships with Sport Wellington Managers and staff that fosters a one team approach and sharing of resources.
- Develop and maintain relationships with key stakeholders, partners, and providers in support of Sport Wellington's objectives, especially as it relates to the outcomes of the Delivery team.
- Represent Sport Wellington by advocating the value of sport and active recreation to potential partners, partner organisations, and strategic decision makers, to positively influence the provision of sport and active recreation in the Wellington region.

Key Relationships in Role

Internal

- CEO
- Senior Leadership Team
- Regional Programme Managers
- Community Development Manager
- Healthy Active Learning Manager
- Partnerships Team

External

- DHBs
- Ministry of Education
- Regional Sports Trusts
- Sport New Zealand
- Local and Central Government
- Healthy Families

Key Things We Are Looking For

Qualifications, Skills and Experience

- A tertiary qualification or demonstrated experience in a role with similar drivers and expected outcomes
- 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

- An exemplary level of integrity and trust
- 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

- 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

Reports to: CEO

Location: Wellington

People Responsibilities: 4 direct reports

Grade: 21

Department: Delivery

Date: June 2020

Authorities: As per Delegated Authority

Fixed Remuneration: \$99,230-\$104,742