

HIGH PERFORMANCE LEADER

Position Description

Responsible to	Orienteering NZ Council through General Manager
Tenure	Appointed by Orienteering NZ Council.
Purpose	The High Performance Leader is primarily responsible for raising the performance levels of a selected group of elite orienteers and providing a believable pathway to success for the NZ High Performance Orienteering community with a view to improving the results achieved by New Zealand representative teams.
Personal qualities	<p>The position requires an internationally experienced orienteer with sufficient time to devote to the role.</p> <p>The High Performance Leader should have:</p> <ul style="list-style-type: none"> • excellent communication and motivational skills • sound interpersonal skills, as the role requires extensive liaison with many people • the ability to organise and plan • coaching experience with a thorough understanding of the techniques involved in competitive orienteering • coaching qualifications (or equivalent)
Remuneration	<p>Contracted at \$28/hr - 0.15 FTE (6 hours/week)</p> <p>Direct expenses will be paid on provision of receipts and only within the budget allowance agreed with the General Manager.</p>

Principal Tasks & Performance Expectations

Develop and lead the high performance programme for Orienteering NZ

- prepare a new High Performance Strategic Plan (for Orienteering NZ Council approval) which is complementary to the new Orienteering NZ Strategic Plan.
It is expected that the HP Strategic Plan will outline medium and long-term strategies to assist in the development and improvement of elite performance, and may include performance targets for future international competitions (NB This performance expectation occurs once every 4 years)
- prepare an Annual HP Plan for approval by Orienteering NZ Council at its end-of-year Council meeting for HP activities in the following calendar year.
It is expected this Annual Plan will as a minimum establish priorities for activities, outline a basic budget for activities, outline important competition dates (including trials), details of major squad training activities, deadlines for selection of teams, and timeframes/deadlines for important administrative and management functions
- prepare regular progress reports for Orienteering NZ Council



Communicate effectively within both the High Performance and wider Orienteering communities

- regularly communication with the NZ High Performance Orienteering community, informing them of all relevant matters
- connect the Orienteering community with elite and junior elite members
- ensure the High Performance section of the Orienteering NZ website and social media mechanisms are dynamic and well maintained
- ensure squad members and elite competitors are aware of the Orienteering NZ and DrugFree Sport NZ Anti-Doping requirements
- work within Orienteering NZ's sponsorship obligations

Support the Orienteering NZ Selection Panel

- work alongside the Convenor of Selectors to identify all selections, timeframes, trials, notifications and selection announcements are made available at least 6-months prior to selection date
- where trials are required, liaise with event organisers

Orienteering NZ Fixtures development and coordination

- coordinate and contribute to the development of the Orienteering NZ Fixtures, ensuring the needs of the High Performance community are included
- maintain contact with Orienteering Australia High Performance management and identify, evaluate and manage any joint interaction that may be beneficial to NZ High Performance development and performance and/or contributes to strategic objectives

Recruitment, coordination and motivation of volunteer high performance positions

- formal volunteer positions in the Orienteering NZ High Performance programme, including Squad and Team managers and coaches are recruited and supported, with final sign-off by Orienteering NZ Council
- assist Squad and Team managers with squad and team logistics, including entries, uniforms, travel and accommodation etc as required
- personal development opportunities are identified for those in volunteer positions
- identify and support leaders within the Orienteering NZ High Performance community

Manage the Orienteering NZ High Performance Budget

- provide input into the Orienteering NZ annual budgeting process
- the High Performance programme is run within budget
- provide clear guidelines to team managers around budgets and financial responsibilities in conjunction with the Orienteering NZ General Manager
- ensure squad/team members are informed of any self-funding requirements for high performance activities
- identify opportunities to increase funding, providing input into grant applications and sponsorship opportunities

Attend to such administrative tasks as necessary to ensure the effective functioning of the position

- maintain records of expenditure and provide receipts for reimbursement
- maintain records of correspondence
- liaise with other people/organisations as required
- provide reports to the Orienteering NZ Council as required