



TARANAKI RUGBY LEAGUE

Operations Manager Job Description

TITLE:	TRL Operations Manager
POSITION TYPE:	This position is fixed term for six months (30 hours per week) and will be responsible for the daily operations and administration of Taranaki Rugby League.
OFFICE LOCATION:	Taranaki Rugby League, Sport Taranaki Complex, No 2 Field, Yarrow Stadium, Maratahu Street, New Plymouth
REPORTS TO:	Taranaki Rugby League Board of Control

ABOUT TARANAKI RUGBY LEAGUE:

Taranaki Rugby League is the local sporting body responsible for the operations and administration of Rugby League in the Taranaki District of New Zealand. The TRL are represented by the Taranaki Rugby League team. They are in the Mid-Central Zone along with Manawatu Rugby League and Hawkes Bay Rugby League

SKILLS REQUIRED:

Relationship Management

- Can identify, build and maintain relationships with a wide range of key stakeholders
- Can identify collaborative opportunities
- Can develop a rapport and an environment of trust and respect

Financial Understanding

- Sound understanding of budget control

Policy Development

- Ability to update and introduce policies for the betterment of the sport of rugby league in Taranaki

Customer Service

- Displays a positive, helpful and professional manner when dealing with stakeholders
- Can implement conflict management skills if required

Administration and Communication Skills

- Can provide accurate and efficient administration in Microsoft Office Suite
- Can communicate confidently, clearly and articulately in both verbal and written communication
- Can modify communication style to reflect the needs of the people and situation

Time Management Skills

- Can prioritise multiple tasks
- Can juggle multiple tasks and meet competing deadlines
- Can work outside normal working hours as and when required
- Proven ability to plan ahead

Presentation

- Displays a professional level of personal presentation
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EXPERIENCE REQUIRED:

- Proven ability to build and maintain relationships with a wide range of key stakeholders
 - Proven ability to communicate confidently, clearly and articulately in both verbal and written communication
 - A minimum of 3 years' experience in an operations and/or administration role preferred
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SPECIFIC RESPONSIBILITIES AND TASKS:

1. Communication

- 1.1. Maintain close communication with Taranaki Rugby League (TRL), on all operational work within roles and responsibilities as outlined in this document
- 1.2. Establish and maintain close communication with the Taranaki Junior Rugby League (TJRL) Board
- 1.3. Establish and maintain close communication with Mid Central Zone Rugby League (MCZ) and the New Zealand Rugby League (NZRL)
- 1.4. Ensure regular contact is maintained with key stakeholders
- 1.5. Coordinates the TRL memberships each season and ensures members are kept up to date with information through organization of mail outs

2. Relationship Building

- 2.1. Build and maintain a close relationship with neighbouring district leagues and members
- 2.2. Establish and maintain a close relationship with all media in Taranaki
- 2.3. Establish an effective working relationship with other TRL staff, Regional Sports Trust (Sport Taranaki), Senior and Junior Boards of Control
- 2.4. Maintain a positive relationship with volunteer base
- 2.5. Foster positive working relationships with all creditors and debtors

3. Media

- 3.1. Assist in collection and distribution of competition and event results and business with media when required

- 3.2. Advise media of all competition draws, results and points scorers at the beginning of each week (i.e. Junior, Premier Grade, Development Grade, Women's Competition, Taranaki Maori Rugby League (TMRL) Competition and Representative Competition results
- 3.3. Advise all media of upcoming matches or other events pertaining to Taranaki Rugby League including relevant supporting information (e.g. Venue, time, purpose, objectives, results/outcomes etc.)
- 3.4. Advise media of any positive news relating to Taranaki Rugby League including players and/or associated people
- 3.5. Use these channels to assist in promoting Taranaki Rugby League

4. Promotion

- 4.1. Coordinate weekly advertising with local radio and newspapers
- 4.2. Publish a monthly TRL newsletter and forward to clubs and other stakeholders
- 4.3. Help with collection of information and resources needed in the promotion of the game
- 4.4. Develop and attain promotional resources for distribution to clubs, neighbouring districts, MCZ, NZRL, Taranaki community, stakeholders, local businesses and sponsors
- 4.5. Coordinate merchandise distribution and sales through clubs, events, stores and promotions

5. Professionalism and Personal Development

- 5.1. Always be open minded and actively searching for knowledge to better personal development and the game
- 5.2. Attend suitable training courses to up-skill as required
- 5.3. Make use of the services and/or expertise of NZRL staff
- 5.4. Professional presentation and behaviour is a must

6. Game/Event Management

- 6.1. Organise and coordinate rugby league events/tournaments within Taranaki as per requirements set by NZRL, MCZ and TRL
- 6.2. Maintain a positive relationship with volunteer base
- 6.3. Ensure events/tournaments are run in a professional and safe manner
- 6.4. Organize draws and run competitions for all senior grades (Premier Grade, Development Grade, Women's Competition, and Taranaki Maori Rugby League)
- 6.5. Meet the logistical requirements for teams travelling out of region
- 6.6. Coordinate local, inter-provincial and international player transfers in conjunction with NZRL requirements
- 6.7. Oversee events/activities run by TRL Development Officer

7. Staff Management

- 7.1. Conduct weekly meeting with TRL Development Officer to identify up and coming tasks and responsibilities of roles
- 7.2. Provide constructive feedback for TRL staff when the opportunity arises
- 7.3. Ensure that TRL staff is conscientiously working to achieve strategic goals as assigned in strategic plan
- 7.4. Develop a working roster and ensure that employment requirements are fulfilled by all TRL staff
- 7.5. Assess staff through Key Performance Indicator (KPI's) regularly and report to TRL Board of Control

8. Finance and Income Generation

- 8.1. Liaise with Treasurer of TRL Board of Control regarding cash flow, payments required, payments attained, bank statements and financial records
- 8.2. Maintain clear and concise accounting records
- 8.3. Identify funding avenues and act on opportunities to apply
- 8.4. Collate all necessary documentation to compile and submit funding applications
- 8.5. Compile accountability reports for funding sources
- 8.6. Identify any other additional sources of income

9. Sponsorship

- 9.1. Identify sponsorship opportunities
- 9.2. Assist with sponsorship opportunities
- 9.3. Understand the types of sponsorship and discounts involved

10. Planning

- 10.1. Formulate strategic concepts, projects and events with the assistance of TRL Development Officer to be approved by TRL and TJRL Boards of Control
- 10.2. Devise and maintain measuring tool for outcomes of strategies and policy implemented
- 10.3. Ensure that all strategic priorities are implemented as directed in TRL Strategic plan

11. General Office Duties

- 11.1. Maintain comprehensive records
- 11.2. Address any general enquiries
- 11.3. Follow through with requests
- 11.4. Develop and update administration templates
- 11.5. Update policies and procedures
- 11.6. Be responsible for equipment and playing strips owned and stored by TRL
- 11.7. Control of distribution of gear and equipment
- 11.8. Maintain a stock control record
- 11.9. General typing duties and any other reasonable tasks as requested by TRL Board of Control
- 11.10. Arrange and attend all rugby league meetings, and distribute minutes to clubs and TRL Board of Control accordingly
- 11.11. Ensure that a comprehensive effective recording and filing system is maintained