



High Performance Programme Manager - Job Description

Primary Objective

Providing leadership and direction to create an environment for achieving the strategic objective of international success.

Desired Attributes

- Excellent Leadership and Management skills
- Knowledge of High Performance environments and international squash
- Preferred experience in a high performance role
- International playing experience at a high level
- Highly motivated, energetic, results driven with a “can do” attitude
- Ability to effectively communicate with athletes, coaches, SNZ and support personnel
- Enjoy working within a team culture that is part of a wider team environment
- Ability to work calmly under pressure and with limited resources
- Capacity to adapt, be flexible and multitask
- Have personal integrity
- A comprehensive understanding of the SNZ Coach Development Framework
- The highest levels of personal integrity
- Strong self management skills

Key Tasks

The Manager will liaise and work alongside SNZ's High Performance Advisory Panel and the Squash Director to coordinate the following 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 Squad 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 squad 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