



Te Tēnehi o Aotearoa

POSITION DESCRIPTION

Revision Date: December 2022

Position Title:	Head of High Performance		
Work Area:	Performance and High Performance Tennis	Reports to:	CEO Tennis New Zealand
Primary Location/s:	Auckland		
Employment Status:	Full Time		

Primary Purpose of Position	
<p>The purpose of the Head of High Performance is to create a sustainable High Performance environment for tennis that enables repeat winning performance on the world stage in line with the Tennis NZ strategy. The Head of HP will follow the core principles of being Performance Driven, Coach led and Athlete Focussed. The Head of HP will lead the development of the HP strategy, lead the programme, team and culture, lead the key stakeholders and implement operational systems to enable the delivery of the strategy.</p>	

KPI's
<ul style="list-style-type: none"> • A transparent and effective performance pathway is in place to support the development of athletes • The National Competition structure is fit for purpose - and aligns with athlete development requirements • Increased quality and number of performance coaches available to our athletes • Winning international individual and team performances at both senior and junior level – both Davis and Fed Cup teams are consistently in Asia-Oceania Group 1

Responsibilities & Measures	
Key Accountabilities	Critical Factors
<p>Lead and deliver a bespoke high performance tennis environment in NZ that prepares players to be world class</p>	<ul style="list-style-type: none"> • Lead the development of the high performance programme – including setting goals and strategies. • Prepare and implement High performance programme plans in consultation with key stakeholders • Working with the selection panel, select the athletes to be included in the performance programme • Establish and implement an athlete development plan and IPP process and manage individual player development based on this information.

	<p>Ensure the daily training environment delivers what the athletes need to support their development and well-being</p> <ul style="list-style-type: none"> • Provide an effective performance environment capable of developing HP athletes including where required, assembling a performance team for each athlete; S&C, coaching, management and athlete performance support. • Ensures suitably tailored individual tournament schedules are prepared for each athlete • Oversee national training camps and camp themes • Lead the national selection processes and provide leadership on best practice/transparency in this domain. • Ensure staff deliver consistent messaging that is reflective of the priorities of the program and the athletes
Lead the HP Programme Team and Culture	<ul style="list-style-type: none"> • Develop a high performance environment and culture that enables achievement of outcomes for athletes, coaches, support staff and NSO • Coach HP staff and ensure clarity of roles/responsibilities and appropriate people management practices are in place • Lead and manage any change that is needed for the programme to achieve the vision and goals. • Recruit, develop and retain the critical people to enable appropriate culture and performance outcomes • Lead and manage effective HP programme communications so they are transparent, consistent and timely with high levels of disclosure • Develop clear and concise policies and protocols for the implementation of programme plans including but not limited to programme decision making, responsibilities and performance expectation, athlete inclusions in the programme, athlete performance monitoring, testing and selection.
HP Coach Development	<ul style="list-style-type: none"> • Provide leadership for developing performance coaches in line with Tennis New Zealand's Performance Coach development guidelines, working closely with the Tennis NZ Coach Development Manager • Speak/present at national workshops/courses as required • Appoint and develop identified coaches within New Zealand, including appointments to national and international tournaments/team competitions and national camps. • Provide national leadership to regions and clubs around appointment and debrief process for coaches • Proactively communicate world's best practice to National office and disseminate key learnings/standards via coach education platforms
Building and sustaining strong stakeholder relationships to support player development	<ul style="list-style-type: none"> • Provide leadership and direction to the regions and clubs around player development, to enable an effective and consistent approach across New Zealand. • Build relationships with key stakeholders at regional level to gain insight and ultimately provide specificity around how to maximise athlete performance in these areas. • Build relationships with private coaches to gain more insight into/connect with young talent at an earlier stage of development
Competitions/Tournaments	<ul style="list-style-type: none"> • Alongside the Tennis NZ Tournament Manager, ensure adequate and appropriate competitions/tournaments are available to talented players in New Zealand.
General Management	<ul style="list-style-type: none"> • Collaborate with the Chief Executive to attract investment in the HP programme • Manage and regularly report against the HP plans and operational budget

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| | <ul style="list-style-type: none">• Pre-empt and respond to issues in a proactive and professional manner, keeping the CEO abreast of crises as appropriate and focusing on best possible resolutions• Provide regular updates to the CEO on the progress of the programme and provide Board reports as required• Support Tennis New Zealand's strategic priorities across the organisation |
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Key Relationships	
Internal	External
TNZ CEO New Zealand Davis Cup Captain New Zealand Billie Jean King Cup Captain TNZ Board TNZ Performance Programme staff All other TNZ staff Athlete leadership Group	<ul style="list-style-type: none"> • Performance coaches within NZ • TNZ National Performance Squad • Athletes and their support networks including parents ,coaches • Regions and Clubs

Core Competencies, Skills & Qualifications/Experience	
Competency	Descriptors
Specialist Knowledge & Experience	<ul style="list-style-type: none"> • Proven track-record in the implementation of a high-performance tennis program for developmental and elite tennis athletes • Tertiary qualification in Sports management, sports science or equivalent • Experience in developing and successfully implementing strategies and plans • Strong relationship management skills and ability to work with a diverse range of stakeholders by sharing relevant information and identifying and dealing with issues effectively • Public speaking and communication experience • Broad, general management experience including planning, budgeting and managing a team • Knowledge of the sporting not-for-profit sector and/or national sporting organisation management
Personal Qualities	<ul style="list-style-type: none"> • Strong strategic and future-focused orientation. • Takes others along with them by communicating and engaging them in the vision. • Considered and decisive decision-making style. • Understands who they are and what they do, or don't, know. • Mature personality balancing personal humility with being focused on others.
Leadership & Strategic Ability	<ul style="list-style-type: none"> • Strong strategic and future focussed orientation • Is widely respected and trusted • Is calm, confident, decisive and objective, especially under pressure • Willingness to be accountable and measured on performance • Experience of leading, including developing and communicating vision and strategies, gaining buy-in from a wide range of stakeholders and inspiring people to achieve results • Can give and receive constructive feedback to enhance performance • Skilled at determining important issues, prioritising and multi-tasking • Considered and decisive decision-making style
Managing & Motivating People	<ul style="list-style-type: none"> • Communicates clearly and professionally using a variety of channels, takes other along with them by communication and engaging them in the vision • Sets challenging but achievable objectives and monitors progress against these • Is highly motivated, consistent, positive, considerate, and professional at all times • Ability to form a strong working relationship with tennis athletes/coaches
Communication & Interpersonal Skills	<ul style="list-style-type: none"> • Is calm, confident, decisive and objective with experience of making timely, sound decisions especially under pressure • Can communicate strategies, inspire and ensure 'buy in' from a diverse range of stakeholders

	<ul style="list-style-type: none"> • Written and oral presentations and communication is clear, concise, effective and persuasive • Strong listening skills and ability to encourage and maintain two-way dialogue on issues • Relates well with, and can motivate diverse groups, volunteers, and supporters with particular skills in working with, and valuing volunteers • Can communicate consistently, openly and honestly in any situation • Establishes and maintains effective relationships • Is energetic, highly motivated, enthusiastic and considerate • Understands and is able to work in a team environment • Copes well with continual change and tight deadlines
Brand/Profile	<ul style="list-style-type: none"> • Proven ability to enhance the profile and effectiveness of tennis in the community • Ability to enhance the brand and profile of Tennis in New Zealand in the media and through contribution at tennis functions and other events.

Other

- Given the demands of this role, and the nature of working in sport, work outside standard working hours will be required in the evening and weekends