



Te Tēnehi o Aotearoa

## POSITION DESCRIPTION

December 2022

|                            |  |                    |   |
|----------------------------|--|--------------------|---|
| <b>Position Title:</b>     | Tennis New Zealand National Coach                        |                    |   |
| <b>Work Area:</b>          | Performance and High Performance Tennis                  | <b>Reports to:</b> | Head of High Performance - Tennis New Zealand |
| <b>Primary Location/s:</b> | Auckland. Secondary Locations: Wellington & Christchurch |                    |   |
| <b>Employment Status:</b>  | Full Time  |                    |   |

### Primary Purpose of Position

The National Coach is responsible for supporting and assisting the Head of High Performance in delivering a high performance tennis program to selected athletes. This program will be assessed against the ability to improve individual athlete performance through a specific, targeted approach. The National Coach will also positively impact athlete and coach development within New Zealand through a collaborative, integrated and united approach.

### KPI's

- The delivery of a coaching programme that improves individual athlete performance and contributes strongly to increased numbers of athletes reaching Tennis NZ athlete development criteria benchmarks
- Drive and uphold national standards and expectations aligned to preparing to be a professional tennis player
- Deliver highly focused efforts to incorporate planning, review and stakeholder communication to best enable athlete performance to thrive as a result of a collaborative, united approach.

### Responsibilities & Measures

| Key Accountabilities                                      | Critical Factors   |
|---|--|
| <b>Hands on Coaching</b>                                  | <ul style="list-style-type: none"> <li>• Provide individual coaching to selected approved athletes, usually U16 age groups.</li> <li>• Lead and support the holistic development of players in the HP environment</li> <li>• Positively collaborate on an IPP process and manage individual player development based on this information</li> <li>• Contribute to the preparation of a suitably tailored individual tournament schedule for identified athletes</li> </ul> |
| <b>Deliver the standards and behaviours aligned to an</b> | <ul style="list-style-type: none"> <li>• In conjunction with the Head of HP, support the selection of the athletes to be included in the performance programme</li> </ul>  |

| <b>environment that prepares players to be world-class</b>   | <ul style="list-style-type: none"> <li>• Provide an effective performance environment capable of developing HP athletes including where required, assembling a performance team for each athlete; S&amp;C, coaching, management and athlete performance support.</li> <li>• Support of Regional Performance Programmes and coaches in Auckland, Christchurch and Wellington.</li> <li>• Assist the regular review of the performance programme</li> <li>• Lead national training camps and camp themes and deliver coaching and/or support as required</li> <li>• Provide guidance/feedback on athlete development criteria</li> <li>• Be available to participate in national team selection processes where required and provide guidance on best practice/transparency in this domain.</li> <li>• Ensure staff deliver consistent messaging that is reflective of the priorities of the program and the athletes</li> </ul> |
|--|--|
|  | <ul style="list-style-type: none"> <li>•</li> </ul>  |
| <b>Coach Development and Succession</b>  | <ul style="list-style-type: none"> <li>• Provide national leadership for developing performance coaches, and regions in line with Tennis New Zealand's Performance Coach development guidelines</li> <li>• Support the appointment and development of identified coaches within New Zealand, including appointments to national and international tournaments/team competitions and national camps.</li> <li>• Proactively communicate international best practice to National office and disseminate key learnings/standards via coach education platforms</li> </ul>   |
| <b>Provide a framework for regions/clubs for athlete development</b>   | <ul style="list-style-type: none"> <li>• In conjunction with the Head of High Performance, provide leadership and direction to the regions and clubs around player development, to enable an effective and consistent approach across New Zealand.</li> <li>• Build relationships with private coaches to gain more insight into/connect with young talent at an earlier stage of development</li> </ul>   |
| <b>Competitions/Tournaments</b>  | <ul style="list-style-type: none"> <li>• Provide support to the HP Director to ensure adequate and appropriate Competitions/Tournaments are available to talented players in New Zealand.</li> </ul>   |
| <b>General Management</b>  | <ul style="list-style-type: none"> <li>• Support the HP team's delivery of the respective strategy and plans</li> <li>• Regularly monitor and report against the HP plans and budget where required</li> <li>• Pre-empt and respond to issues in a proactive and professional manner, keeping the head of High Performance and other management abreast of crises as appropriate and focusing on best possible resolutions</li> <li>• Support Tennis New Zealand's strategic priorities across the organisation</li> </ul>   |
| <b>Key Relationships</b>   |  |
| <b>Internal</b>  | <b>External</b>  |
| TNZ Head of High Performance<br>TNZ National Coach<br>TNZ Physical Performance Coach<br>Regional Performance Coaches – Auckland, Christchurch, Wellington<br>TNZ CEO<br>New Zealand Davis Cup Captain<br>New Zealand Billie Jean King Cup Captain<br>TNZ Performance Programme support staff | <ul style="list-style-type: none"> <li>• Performance coaches within NZ</li> <li>• TNZ National Performance Squad</li> <li>• Athletes and their support networks</li> <li>• Regions and Clubs, specifically those involved in high-performance environments.</li> </ul>   |

|                     |  |
|---------------------|--|
| All other TNZ staff |  |
|---------------------|--|

| <b>Core Competencies, Skills &amp; Qualifications/Experience</b> |   |
|--|---|
| <b>Competency</b>  | <b>Descriptors</b>  |
| <b>Specialist Knowledge &amp; Experience</b>                     | <ul style="list-style-type: none"> <li>• Proven track-record in the implementation of a high-performance tennis program for developmental and elite tennis athletes</li> <li>• Experience coaching tennis at an elite international level and a track-record of proven success</li> <li>• Experience in developing and successfully implementing strategies and plans</li> <li>• 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</li> <li>• Public speaking and communication experience</li> </ul>  |
| <b>Leadership &amp; Strategic Ability</b>                        | <ul style="list-style-type: none"> <li>• Is widely respected and trusted</li> <li>• Is calm, confident, decisive and objective, especially under pressure</li> <li>• Willingness to be accountable and measured on performance</li> <li>• Can give and receive constructive feedback to enhance performance</li> <li>• Ability to provide innovative, constructive and effective recommendations to the HP Director/National Coach/RPC Auckland</li> <li>• Skilled at determining important issues, prioritising and multi-tasking</li> </ul>   |
| <b>Managing &amp; Motivating People</b>                          | <ul style="list-style-type: none"> <li>• Communicates clearly and professionally using a variety of channels</li> <li>• Sets challenging but achievable objectives and monitors progress against these</li> <li>• Is highly motivated, consistent, positive, considerate, and professional at all times</li> <li>• Ability to form a strong working relationship with tennis athletes/coaches/stakeholders</li> </ul>   |
| <b>Communication &amp; Interpersonal Skills</b>                  | <ul style="list-style-type: none"> <li>• Is calm, confident, decisive and objective with experience of making timely, sound decisions especially under pressure</li> <li>• Can communicate strategies, inspire and ensure 'buy in' from a diverse range of stakeholders</li> <li>• Written and oral presentations and communication is clear, concise, effective and persuasive</li> <li>• Strong listening skills and ability to encourage and maintain two-way dialogue on issues</li> <li>• Relates well with, and can motivate diverse groups, volunteers, and supporters with particular skills in working with, and valuing volunteers</li> <li>• Can communicate consistently, openly and honestly in any situation</li> <li>• Establishes and maintains effective relationships</li> <li>• Is energetic, highly motivated, enthusiastic and considerate</li> <li>• Understands and is able to work in a team environment</li> <li>• Copes well with continual change and tight deadlines</li> </ul> |
| <b>Brand/Profile</b>   | <ul style="list-style-type: none"> <li>• Proven ability to enhance the profile and effectiveness of tennis in the community</li> <li>• Ability to enhance the brand and profile of Tennis in New Zealand in the media and through contribution at tennis functions and other events.</li> </ul>   |

| <b>Other</b>   |
|--|
| <ul style="list-style-type: none"> <li>• 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. In addition, extensive domestic and international travel will be a core component in the performance of this role.</li> </ul> |

You will need to be able to demonstrate the following "who you are" competencies:

- Self-awareness
- Open to learning
- Adaptability - able to adapt to different environments and cultures.

|   |  |
|---|--|
| <b>Learning</b> <ul style="list-style-type: none"><li>▪ Continual learning</li><li>▪ Targets areas for coaching improvement</li><li>▪ Applies learning to achieve results</li><li>▪ Takes risks in learning</li></ul> | <b>Self awareness</b> <ul style="list-style-type: none"><li>▪ Awareness of own strengths and weaknesses</li><li>▪ Challenges their own coaching ability</li><li>▪ Understands the impact their behaviour has on others</li></ul> |
| <b>Build trust</b> <ul style="list-style-type: none"><li>▪ Builds relationships and respect</li><li>▪ Reliable</li><li>▪ Operates with honesty and integrity</li><li>▪ Remains open to ideas</li></ul>                | <b>Drive for results</b> <ul style="list-style-type: none"><li>▪ Stays focused to achieve goals</li><li>▪ Work outside comfort zone</li></ul>  |