

BOP Cricket Association Chief Executive Position Description

1. POSITION OVERVIEW:

The Chief Executive is responsible to the Board for fulfilling the objectives of the Bay of Plenty Cricket Association (BOPCA) contained in its constitution and for the achievement of the objectives stated in its strategic plan.

The Chief Executive must be able to grow the Bay of Plenty cricket community substantially and successfully balance the growth and welfare of the game with sound financial management, and strong relationships with players, supporters, volunteers, media, sponsors and commercial partners.

To be considered for this role you will need to possess leadership and management experience gained within a significant commercial and / or sports organisation, or other relevant context.

The Chief Executive will have a passion for the game of cricket and an understanding of the composition of grass roots cricket in New Zealand.

Well-developed strategic, financial and commercial acumen will be necessary, ideally evidenced by a qualification in business, sports management, or other appropriate discipline.

This is a unique opportunity to have a demonstrable impact on the future of cricket in one of New Zealand's most scenic and vibrant regions.

2. KEY RESULT AREAS

The Chief Executive is responsible for the following key areas:

2.2 Operational Management:

Provide collaborative leadership and guidance to enhance the recruitment of players, the quality of cricket competitions and health of clubs in Sub Associations.

Support Sub Associations to ensure the success of competitions and tournaments.

Manage and develop competitions such that the region produces consistently high quality players to compete at first class level and beyond.

Maintain an effective, enthusiastic and well trained group of support personnel such as umpires, administrators, scorers and other volunteers.

Ensure that representative teams are appropriately resourced and supported in order to allow them to positively represent BOPCA.

Work with Bay Oval Trust and the Sub Associations to ensure quality playing facilities are available within the region and that opportunities from facilities, including Bay Oval, are optimized.

2.3 Leadership and Values:

Work with the Board in a manner that secures and sustains the Boards confidence.

Create and sustain a positive and productive work environment for BOPCA staff that enables them to work effectively and to their full potential.

Establish a strong reputation across the BOP Cricket community as an effective sports

leader with integrity and credibility.

Understand clearly the various roles of volunteers in cricket and engage strongly with them and demonstrably value the volunteer contribution to the game.

2.4 Strategic and Annual Planning and Development:

Acting as an advisor to the Board, relaying timely and accurate information and making informed recommendations on policy.

Preparing and updating the BOPCA strategic plan and ensuring successful strategy execution.

Facilitating consultation with stakeholders on strategic issues as appropriate

Successfully implementing Board policy and strategy.

Preparing an annual business plan, performance monitoring against the plan, and reporting progress to the Board.

2.5 Human Resources:

Manage the personnel and relationships, including those between the staff, Board and the Sub Associations.

Recruit and select staff within the context of budget and plans approved by the Board.

Ensure at all times a loyal, high quality, well-motivated staff working constructively and to a high standard of outcomes in an appropriately structured organization.

Implement an effective and ongoing process of performance appraisal for all staff.

Ensure that job descriptions of the staff of BOPCA are reviewed and updated as necessary.

Manage and resolve any staff conflicts in a professional and constructive manner.

2.6 Marketing and Sponsorship:

Be responsible for ensuring BOPCA meets its obligations within the contracts it has with Northern Districts Cricket and New Zealand Cricket and prepare regular reports for the Board on the performance of the contracting parties.

Represent the game and BOPCA in a strong and positive manner to a wide range of external groups.

Promote cricket in such a way as to attract new audiences and supporters, whilst maintaining the game's traditional values.

Communicate as necessary with the media in a way that upholds and enhances the image of BOPCA.

Develop and maintain lasting and mutually beneficial relationships with present and prospective sponsors.

Maximise new sponsorship opportunities and encourage innovative partnerships with sponsors and the business community including internationally.

2.7 External Relationships:

Maintain and foster an excellent working relationship with:

- Northern Districts Cricket
- New Zealand Cricket.
- Sub Associations in the BOPCA region.
- Bay Oval Trust
- Territorial Authorities in the BOPCA region.
- key external funders of cricket.

Ensure ongoing quality relationships with Cricket Clubs, Secondary Schools, associations, and all other cricket stakeholders regionally.

2.8 Financial Management:

Manage BOPCA in a financially prudent and sustainable manner.

Prepare and present an annual budget for Board approval.

Ensure that revenues are secured and costs incurred are in accordance with budgeted expenditure and strategic plans.

Maximise opportunities for new revenue generation or cost mitigation through appropriate sponsorships, partnerships, and management practices.

Maintain on-going financial reporting measured against budgets to the Board.

2.9 Staffing:

The Chief Executive reports to the Board via the Chairman with the following staff;

Cricket Manager and Office Manager reporting to the Chief Executive.

2.10 Location and Travel

This role will be based at the BOP Cricket Association offices at Mount Maunganui.

Domestic travel throughout the BOPCA region will be regular. Travel to wider New Zealand will be required from time to time to attend meetings and events.

2.11 Hours of Work

This is a full time position. Due to the nature of the role and the sport industry after-hours work, including evenings and weekends, will be required and particularly during the cricket season.

2.12 Remuneration

A market competitive salary will be available to the successful candidate, depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

2.13 Website

The BOP Cricket Association has a website which includes information and news items on all facets of its activities, services and programmes. The website address is:

www.bopcricket.co.nz

3. SELECTION CRITERIA

In addition to demonstrating relevant experiences across the core functional areas of responsibility identified in this Position Overview, candidates applying for the Chief Executive role will require a range of personal and professional skills and knowledge, including:

3.1 Experience and Expertise:

General management, including development and implementation of short term plans and strategic vision.

Financial management within a tightly controlled environment, requiring careful cost and cash flow management.

A sound understanding of event management, sponsorship and marketing issues, both developing and converting sponsorship opportunities.

Stakeholder management of a diverse group of interests, preferably within a publicly visible environment.

Developing solid and productive working relationships at Board level.
Leadership qualities including the motivation and development of staff, and working with team of direct reports.

3.2 Personal Attributes:

A leader and driven achiever with effective sports networks.

An understanding of, and passion for, professional and amateur sport, and particularly the values and traditions of cricket.

Excellent relationship builder with highly effective communication skills in a range of forums including being a competent communicator in public.

A tendency for action, innovation and a proactive approach in the development of the organization and the achievement of its goals.

The intellectual breadth and commercial acumen to manage both the financial and non-financial goals and aspirations of the Association.

An understanding of the structure and composition of BOP Cricket including its geographical makeup.

A proactive willingness to travel regularly throughout the BOPCA region to ensure strong visibility and effective and valued connection with Sub Associations cricket stakeholders.

Candidates must have a current driver's licence and be legally entitled to work in New Zealand (or qualify to apply for a work visa).

4. TIMELINES - IMPORTANT INFORMATION FOR CANDIDATES

Applications close on 16 May 2016.

Initial interviews for the Chief Executive, BOPCA will be held week beginning 30 May 2016 with final interviews and appointment week beginning 6 June 2016.

The successful candidate would be expected to commence duties as soon as possible following appointment, mindful of notice periods and general availability.

5. APPLICATIONS

Preferred application format:

A maximum 2-page letter of introduction

A CV of no more than 6 pages

Completed BOPCA Application Form

Applications should be forwarded to info@bopcricket.co.nz by close of business, Monday 16 May 2016.