



TRIATHLON

NEW SOUTH WALES

Executive Director

About Triathlon New South Wales

Triathlon New South Wales is the State Sporting Organisation responsible for the governance, development and promotion of the sport of triathlon in New South Wales. It is a not for profit organisation recognised by the New South Wales Office of Sport, and is one of eight State and Territory Triathlon Associations (STTAs) which make up the membership of the national body, Triathlon Australia.

The primary role of Triathlon NSW is to facilitate activities and events which encourage the participation in the sport of triathlon by a broad cross-section of the Australian community. Its mission is to ensure the delivery of effective member services including high quality participation opportunities and a pathway for achievement in the sport of triathlon.

Executive Director

The Executive Director will lead and represent the sport of triathlon in NSW to grow membership, participation and funding. The role will also manage the implementation of the national strategic plan in NSW through delivery of the Triathlon NSW operational plan.

Reporting to the Board of Triathlon NSW and working closely with Triathlon Australia and the STTAs, the Executive Director position is influential in the development of the sport at a national level as a member of the National Leadership Team composed of the Executive Directors of the eight STTAs and key national staff.

The Executive Director has overall responsibility for the day-to-day operations of the business, providing direction and leadership to the staff of four.

This 'hands-on' role requires an energetic and innovative leader with strong communication skills who is able to engage and work collaboratively with a diverse stakeholder group and develop and nurture key relationships within the triathlon community, including volunteers.

The successful candidate will have a strong track record in strategic leadership, with the ability to drive change and navigate the complexities of the sporting landscape. The person must be decisive and tenacious with a demonstrated commitment to delivering both growth and a member service support focus which is built on quality, respect and effectiveness.

As Triathlon NSW shares office space with Triathlon Australia, this is a rare opportunity to be exposed to National initiatives while focussed on programs at State level.

This is a unique opportunity to lead and grow a healthy and evolving State Sporting Organisation. You might already be an experienced Executive Director or are a senior manager ready for the next step into this 'hands on' leadership role.

Experience within the sport environment (not necessarily triathlon) and/or membership organisations will be an advantage. You must be committed to providing strong foundations for the growth of the sport in New South Wales.

Key Accountabilities

- Provide executive support to the Board of Triathlon New South Wales including:
 - convening of meetings
 - preparation of agendas and minutes
 - preparation of reports
 - implementing action items
 - liaison with the President, Finance and Audit Committee and Board members
- Lead and manage the staff of Triathlon New South Wales including:
 - Providing guidance in the delivery of operational activities
 - Annual and ongoing performance management and job planning
 - Setting of priorities
- Actively contribute to collaborative working relationships across triathlon in Australia through:
 - Participation in State Executive Director and National Leadership Team meetings
 - Leading or contributing smaller working groups on "whole of sport" issues
 - Implementing "whole of sport" initiatives in New South Wales
- Demonstrate an active commitment to triathlon's values of health, enjoyment, belonging, achievement, courage and respect when resolving issues, making decisions and taking action.
- Ensure compliance with regulatory requirements

Key Activities

- Drive increased membership through:
 - Proactive consultation and communication with clubs and the broader triathlon community
 - Delivery of programs and services to clubs and individual members
- Drive increased participation through:
 - Delivery of participation programs
 - Collaboration with event organisers
 - Facilitation of events which fill a particular participation need
- Manage the Athlete Pathway in New South Wales to ensure young athletes are given opportunities to develop their potential to enter the national high performance pathway
- Manage the Coaching Pathway in New South Wales including the facilitation of TRYstars and Club and Community coaching courses and regular communication with New South Wales based coaches
- Manage the Technical Program in New South Wales including:
 - Facilitate the delivery of Level 1 and 2 Technical Official courses
 - Facilitate the assignment of Technical Officials to key races
 - Facilitate regular communication with Technical Officials
 - Liaise with Triathlon Australia technical staff

Key Activities (Continued)

- **Manage the Event Calendar** in New South Wales to ensure the availability of safe and fair events for all ages and abilities through:
 - Maintaining effective relationships with professional event organisers
 - Facilitating management of events where there is a particular need or gap in the calendar
- **Establish and maintain effective relationships** with key stakeholders including:
 - Triathlon clubs in New South Wales
 - Triathlon race directors
 - New South Wales Office of Sport
 - New South Wales Academies of Sport
 - New South Wales All Schools triathlon program
 - Sponsors
- **Effectively manage the financial viability of the Association** through:
 - Development of the state budget in accordance with the “whole of sport” budgeting process
 - Approval of financial transactions
 - Preparation and reporting of monthly financial statements
 - Adjusting expenditure to ensure forecast meets budget

Direct Reports

- Sport Development & Community Programs Manager
- Communications & Marketing Manager
- Risk & Technical Manager
- Athlete & Coaching Pathway Manager

Selection Criteria

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

Qualifications and Experience

- A tertiary qualification in sport management or related discipline, and/or
- Broad experience in a program or organisational management role
- An understanding of the role of member-based organisations and the expectations of participants, members and clubs
- An understanding of sport and issues facing sports administration

Knowledge and Skills

- Ability to optimise the contribution of a diverse range of stakeholders and to engage people in triathlon
- Ability work collaboratively with others
- Ability to instil confidence and a positive attitude in others
- Ability to present information clearly and convincingly
- Excellent organisational and prioritising skills
- Sound financial and administrative skills

Hours of Work

This is a full time position. Due to the nature of the role and the sport industry, some after-hours work including evenings and weekends will be required. The Executive Director will also be expected to attend Board Meetings, various sub-committee meetings, designated competitions, events and functions throughout the year.

Location

The Executive Director is expected to work full-time from Triathlon NSW office, located in Surry Hills. Some domestic travel will be required from time to time to attend scheduled meetings and events.

Remuneration

The remuneration package is negotiable depending upon skill level and experiences. In addition, professional development and/or performance incentives may be considered as part of the final package. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to call Sportspeople to discuss salary before applying if that will be helpful in your decision making.

Website

Triathlon NSW has a comprehensive website which includes information and news items on all facets of its activities, services and programs.

The website address is:

www.triathlon.org.au/State_Associations/NSW/NSW_Home.htm

Timelines - Important Information for Candidates

Final interviews and appointment of the Executive Director Triathlon NSW are scheduled for late May 2017. The successful candidate would be expected to commence duties as soon as possible following appointment, mindful of notice periods and general availability.

Applications

Applications should be forwarded to Sportspeople's International Recruitment Centre by Close of Business, **Wednesday 3 May, 2017**. If you are intending to apply, please do so at the earliest possible date rather than leaving it to the close date.

Preferred Format: As a guide only, Sportspeople prefers a 2-page letter of introduction and an accompanying CV of no more than 6 pages, merged as one MS Word file.

Candidates are also requested to complete and submit the **Sportspeople Application Form** at the time of applying. The Sportspeople Application Form is available as a download at the Sportspeople Jobs Market listing for this role and should be **merged with the cover letter/resume document**. Please note the Application Form collects mandatory information such as interview availability - Sportspeople will not consider you unless the Application Form has been submitted.

This information should be sent electronically to jobs@sportspeople.com.au with the subject identifier of the email to be formatted as follows:

170403-01 Executive Director - Triathlon NSW <<Your Name>>

Enquiries

The Executive Director, Triathlon NSW recruitment assignment is being managed exclusively from the **Sportspeople International Recruitment Centre**.

In the first instance general enquiries should be directed to:

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