



JOB DESCRIPTION

TNZ OPERATIONS OFFICER

Contract period : 1st January, 2024 to 31st December, 2024

Version 1.0

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POSITION DESCRIPTION

POSITION TITLE: TAEKWONDO NEW ZEALAND OPERATIONS OFFICER

Name:

Reporting to:

- Taekwondo New Zealand Board

Responsible for:

- Oversight of all TNZ operational matters

POSITION SUMMARY:

To develop Taekwondo in New Zealand through:

- Supporting and advising All TNZ Board Directorates and Directors
- Supporting and advising recognised Member Organisations
- Liaising with the all National Teams with respect to management, strategies, planning and event management.
- Develop and implement a one-year Business Plan to act as an operational template for the specific calendar year
- Develop and implement a two to five year strategy for the development of taekwondo
- Establishing and promoting contacts with outside agencies that are able to assist with TNZ goals.

Please note: This is not a Coaching or Technical role.

TENURE AND CONDITIONS OF APPOINTMENT:

- This is a service contracted position.
- The contracted value is \$1.00 NZD
 - Any and all expenditure associated with the execution of this contract requires prior approval of Taekwondo New Zealand Board. Any expenditure requesting remuneration, without prior approval of the TNZ Board, will be rejected.

CONTRACT PERIOD: 1ST JANUARY 2024 UNTIL 31ST DECEMBER 2024

- This position is contingent on the ongoing confidence and support by Taekwondo New Zealand Board and meeting the performance criteria set out below.
- All information acquired during this appointment is confidential to Taekwondo New Zealand and should not be disclosed to third parties except as permitted by law and with prior clearance from the Taekwondo New Zealand Board.
- Breach of the Conditions of Appointment and/or poor performance in the key task areas will result in a Board enquiry and possible termination of appointment.

FUNCTIONAL RELATIONSHIPS:

INTERNAL:

- Taekwondo New Zealand Board
- Taekwondo New Zealand Directorates and their respective Directors
- TNZ Team Management
- National Team Selection Panels
- National Head of Team
- National Team Officer
- National Team Head Coach
- National Team Doctor
- National Team athletes
- Other National Team Officials
- Member organisations and their members

EXTERNAL:

- External service providers (SNZ, NZOC, Kukkiwon, WT and any other sports related agencies)

KEY TASKS TO BE PERFORMED BY THE OPERATIONS OFFICER:

PLANNING AND ADMINISTRATION

- Strategic planning: Advising the TNZ Board and carrying out strategic plans resolved by the TNZ Board, on an on-going basis.
- Assist in the planning and administration of National Teams and other TNZ sanctioned events/ tournaments for athletes as required.
- Assist in the smooth day to day operation of Taekwondo New Zealand by undertaking tasks as and when the need arises
- Ensure timely liaison between the Taekwondo New Zealand Board and Sport New Zealand (SNZ), the New Zealand Olympic Committee (NZOC), the Kukkiwon and World Taekwondo and any other international body and their respective subordinate organisations as when directed by the TNZ Board

DAY TO DAY MANAGEMENT

- Assist and advise TNZ Board on strategies and processes to meet the goals and objectives described in the TNZ Constitution
- Ensure the TNZ Board acts within its scope as described by the TNZ Constitution
- Ensure that all TNZ Members, including student, athletes and officials abide by the TNZ Code of Conduct

PERFORMANCE MANAGEMENT

- Performance evaluation of TNZ National Teams including, raw data evaluations, constructive verbal feedback and written assessment.
- Ensuring that all TNZ sanctioned training and performance events are to a high standard of health and safety, ensuring the health and well-being of attendees and presenters.
- Act as a role model and working in an ethical manner.

TAEKWONDO DEVELOPMENT

- Collect data to establish a baseline level of Taekwondo at club, regional, national and international levels.
- Develop long term goals (2 to 5 years) for the development of Taekwondo at club, regional, national and international levels.
- Provide advice, constructive feedback and develop program elements based on the needs highlighted from collected data.
- Ensure that the elite athletes gain international experience through access to different levels of overseas tournaments as part of the long term goal.
- Developing links and functional relationships with sports science organisations to develop athlete technical skills and fitness throughout tenure.
- Review event Management performance by providing the TNZ Board with written evaluation(s), summarising feedback
- With TNZ Board approval, adjusting policies and processes where applicable.
- Collate feedback annually in order to ensure development of taekwondo in the TNZ community
- The TNZ Board may delegate other tasks related to the development, selection and management of the representative New Zealand team as required.

PERFORMANCE CRITERIA

- Agreed deadlines and performance criteria to be met
- Comply with program requirements
- Information provided to the TNZ Board is accurate and timely
- Absence of justifiable complaints from relevant parties, both internal and external
- Work to maintain a working relationships with all parties
- Compliance with Taekwondo New Zealand constitution, policies and procedures
- Adherence to Taekwondo New Zealand Code of Conduct
- Function to the satisfaction of the Taekwondo New Zealand Board

TERMINATION OF THIS CONTRACT

This contract may be terminated by either party, at any time, during the course of the time frame of the contract. No discussion need be entered into. The decision of either party is final.

I have read and understand the above position description and my responsibilities in this position:

Signed _____

Date _____