

**Job Description:**  
**Badminton New Zealand**  
**Major Events Manager**

- 1. POSITION TITLE:**  
MAJOR EVENTS MANAGER
- 2. HOURS OF EMPLOYMENT:**  
40 HOURS PER WEEK  
FIXED TERM – COMMENCEMENT to MAY 2026 (or one month post New Zealand Open 2026, whichever date comes later)
- 3. REPORTING TO:**  
CHIEF EXECUTIVE
- 4. ACCOUNTABLE TO:**  
CHIEF EXECUTIVE
- 5. LOCATION & TRAVEL:**  
The preferred location of the role is Auckland, but can be located elsewhere in New Zealand. National travel will be required throughout the year.
- 6. EQUAL OPPORTUNITIES:**  
Badminton New Zealand is fully committed to equality of opportunity in all areas of our operations. Application for positions in Badminton New Zealand is open to all suitably qualified candidates, subject to educational and experience criteria relevant to the specific job being applied for.
- 7. INTRODUCTION:**  
The vision of Badminton New Zealand is to ‘Inspire kiwis to love badminton for life’. Our organisation has a rich history and consists of 25 associations with many players passionate about the game of badminton.
- 8. PRIMARY FUNCTION:**  
The primary purpose of the position is to lead the delivery of major international badminton events in New Zealand. Specifically, this involves the successful delivery of the New Zealand Open from 2023 – 2026, the World Junior Championships in 2024 and the World Senior Championships in 2025.  
  
Given the limited resources and size of the Badminton New Zealand team, a secondary purpose of the role is to support the Events team, when time and schedule allows, with the delivery of domestic badminton events, and associated activities.
- 9. KEY RESPONSIBILITIES:**
  1. Lead all aspects of the identified Badminton New Zealand major international events, to ensure players, spectators, technical officials and all other key stakeholders receive a high quality and positive experience.
  2. Act as New Zealand Open Event Director to deliver a world-class event.
  3. Act as Event Director for World Junior and World Senior Championship events in New Zealand to deliver world-class events.

4. Select and lead governance groups for each event. Typically, this will include key representatives from major sponsors, Badminton New Zealand team members, and the Board.
5. Select and lead organising groups for each event. Typically, this will include key roles such as Volunteer Manager, Umpire Manager, Venue Manager, Spectator Manager, Media Manager and Badminton New Zealand team members.
6. Organise key logistics such as the Operations Plan, Venue Plan, Transport Plan, Volunteer Schedule.
7. Develop and oversee the budget for events and subsequent financial performance. A key strategic goal for all major events is to deliver a profit to Badminton New Zealand.
8. Liaise with Badminton World Federation (BWF) and Referees to ensure that events meet all technical regulations.
9. Provide timely qualitative and quantitative reports for event stakeholders partners as requested and/or required.
10. Work with Chief Executive to identify and secure additional event sponsors.
11. Lead and manage relationships with key partners such as venue, hotels, lighting provide, television production.
12. Overall leadership of the event team for each event.
13. Leadership of Health, Safety and Wellbeing for event, which also includes facets such as drug testing, Covid management, and integrity.
14. Perform other tasks as agreed from time to time.

**10. *SECONDARY RESPONSIBILITIES:***

1. To both develop knowledge of badminton events, and to support wider Badminton New Zealand team, assist with domestic events as possible. This will be agreed mutually with Badminton New Zealand Events Manager.
2. Participate with wider Badminton New Zealand team and attend meetings, planning days and other sessions to enhance overall knowledge of Badminton New Zealand.
3. Generally support Badminton New Zealand, its team and its activities.

## Competency Requirements for Role

<b>Competency</b>	<b>Performance level required</b>	
<b>Core Competencies</b>	<b>Communication</b>	Expresses ideas and relays information in a way that is easy to understand and motivates people to take action.
	<b>Respects Others and Builds Trust</b>	Demonstrates respect for others and builds trust through consistent behaviour and demonstrates integrity in all actions.
	<b>Innovation &amp; Creativity</b>	Sees opportunities and encourages innovative ideas that provide solutions to all types of workplace challenges. Has the ability to be inventive and think 'outside the box'.
	<b>Teamwork</b>	Works constructively with team members and/or other employees towards the Badminton New Zealand Vision and Mission statements.
		Has a willingness to share knowledge/expertise with others.
	<b>Sector Knowledge and Skills</b>	Has the required level of technical and professional skill or knowledge in position-related areas.
	<b>Provide Quality Customer Service</b>	Demonstrates high standards and behaviours that deliver superior customer service
<b>Personal Effectiveness</b>	<b>Taking Initiative</b>	Proactively seeks out and/or willingly accepts new challenges and responsibilities.
	<b>Work Standards</b>	Set high standards of quality and achievement for self and/or others
	<b>Producing Results</b>	Produces and delivers quality results/outcomes on time.
	<b>Formal Presentation and Public Speaking</b>	Uses formal presentation techniques to communicate information, ideas and concepts to groups.
	<b>Flexibility</b>	Works effectively in a variety of circumstances, responding to changes in work setting and task, often at short notice.
	<b>Formal Writing</b>	Writes complex documents, such as action plans and recommendations in a clear, concise and effective manner.

Competency		Performance level required
<b>Analytical Thinking</b>	<b>Decision Making</b>	Identifies and understands issues, problems and opportunities, and makes timely and sound decisions.
	<b>Planning and Organising</b>	Coordinates events, activities and projects ensuring that they take place on time and to the required standard.
	<b>Information Seeking</b>	Seeks to know more about things, people or issues, and searches extensively for desired information to help solve problems or answer questions.
<b>Relationships</b>	<b>Developing and Maintaining Relationships</b>	Proactively develops effective internal/external relationships with key stakeholders.
	<b>Facilitating Learning</b>	Provides seminars, workshops or one on one sessions with stakeholders and clients to facilitate learning.
	<b>Empathy and Understanding</b>	Understands the motivations behind what people do, identify their concerns and comes up with ways to resolve them.
	<b>Advising and Consulting</b>	Provides clients with quality solutions based on the application of specialist skills and knowledge.
	<b>Realising Opportunities</b>	Identifies new opportunities, captures them in a meaningful way and sees them through to completion.
	<b>Mentoring and coaching</b>	Serves as a source of advice, information, encouragement and support to others.
<b>Management</b>	<b>Managing Resources</b>	Manages resources, in alignment with Badminton New Zealand strategic direction and budget.
	<b>Managing Projects</b>	Defines and achieves targets while optimising the use of resources (time, money etc) over the course of the project.
<b>Leadership</b>	<b>Leading through Vision and Values</b>	Encourages and promotes high personal and professional standards that support Badminton New Zealand vision and values.
	<b>Impact and Influence</b>	Acts in a way that has an impact and influences groups/community in line with Badminton New Zealand's vision.