

**Job Description:
Coach Development Manager
Badminton New Zealand**

1. **POSITION TITLE:**
COACH DEVELOPMENT MANAGER
2. **HOURS OF EMPLOYMENT:**
40 HOURS PER WEEK
PERMANENT
3. **REPORTING TO:**
GENERAL MANAGER
4. **ACCOUNTABLE TO:**
CHIEF EXECUTIVE
5. **LOCATION & TRAVEL:**
The location of the role is flexible and 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 “Inspire Kiwis to love badminton for life.” Our organisation has a rich history and consists of twenty-five member associations with many players passionate about the game of badminton.
8. **PRIMARY FUNCTION**
To lead the development and implementation of Badminton New Zealand’s coaching philosophy and framework to provide and deliver quality development opportunities for badminton coaches at all levels, while simultaneously growing the capability and capacity of badminton coaches in New Zealand.
9. **KEY RESPONSIBILITIES (Strategic & Task Oriented):**
 - Lead the development and implementation of Badminton New Zealand’s coaching philosophy and framework – please see the attached document.
 - Lead the development and implementation of the Badminton New Zealand Annual Coach Development Operational Plan.
 - Has overall responsibility for the operational budget aligned to the Annual Coach Development Operational Plan.
 - Work with Badminton New Zealand staff and stakeholders to drive a coordinated national approach to coach development.

- Understand and establish an aligned community, development, and high-performance coaching approach.
- Ensure that the Coach Development Framework aligns with the Player Development Framework to maintain a consistent approach for players and coaches.
- Support Regional Bodies and Associations through the formation and implementation of coach development plans, in alignment to Badminton New Zealand's coaching philosophy and framework.
- Lead a continuous programme of opportunities that supports and develops the Association's ability to grow and develop coaches.
- Lead the development and implementation of generic and badminton specific formal and informal coaching programmes, courses and professional development opportunities through coordinated planning and effective reporting.
- Support key relationships through timely communication, monitoring and reporting with relevant Badminton New Zealand staff, Associations, Regional Sports Trusts, other National Sporting Organisations, Sport New Zealand, Badminton Oceania, and the Badminton World Federation.
- Keep up to date with cross-code developments to drive innovation and improve performance.
- Communication and monitoring - engage with all community and development coaches through relevant digital platforms and continuous education opportunities.
- Develop a national coach database and maintain records of qualifications and attended professional development opportunities.
- Ensure the collection of data and baseline information which accurately identifies the level in change created by each intervention/initiative.
- Perform other tasks as agreed.

Competency Requirements for Role

The Coach Development Manager is required to demonstrate the following levels of competency for this role:

Competency	Performance level required	
Core Competencies	Communication	Expresses ideas and relays information in a way that is easy to understand and motivates people to act.
	Respects Others and Builds Trust	Demonstrates respect for others and builds trust through consistent behaviour and demonstrates integrity in all actions.
	Innovation & Creativity	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'.
	Teamwork	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.
	Sector Knowledge and Skills	Has the required level of technical and professional skill or knowledge in position-related areas.
	Provide Quality Customer Service	Demonstrates high standards and behaviours that deliver superior customer service
Personal Effectiveness	Taking Initiative	Proactively seeks out and/or willingly accepts new challenges and responsibilities.
	Work Standards	Set high standards of quality and achievement for self and/or others
	Producing Results	Produces and delivers quality results/outcomes on time.
	Formal Presentation and Public Speaking	Uses formal presentation techniques to communicate information, ideas, and concepts to groups.
	Flexibility	Works effectively in a variety of circumstances, responding to changes in work setting and task, often at short notice.
	Formal Writing	Writes complex documents, such as action plans and recommendations in a clear, concise, and effective manner.

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