

POSITION DESCRIPTION

Position Title	Mental Health and Wellbeing Programme Lead
Business Unit	People, Safety & Wellbeing
Reports to	Mental Health & Wellbeing Manager
Position Type	1.0, Permanent, Full Time
Location	Wellington, NZ
Date	August 2022

New Zealand Rugby Overview

The vision for New Zealand Rugby is to Inspire and Unify. We do this by living the values of The Rugby Way, Te Ara Ranga Tira, which guides our game from Small Blacks to national teams.

The four pillars (Pou) of The Rugby Way are: Be Our Best (Te Pou Hiranga), Be Welcoming (Te Pou Maioha), Be Passionate (Te Pou Ihihi) & Play Fair (Te Pou Tika).

We strive for rugby teams in black that are unrivalled, a high performance system that produces the world's best talent, competitions that fans love, and a community game that is strong and cherished. We are committed to New Zealand rugby being financially secure, attracting top partners and contributing actively to the global game.

New Zealand Rugby employs more than one hundred staff who are based in its Wellington head office, Auckland or in a variety of rugby roles throughout New Zealand. Responsibilities include management of our national teams (including the All Blacks), administration of our national competitions, and participation in international competitions including Test matches, as well as assisting community rugby throughout the country. The organisation has direct relationships with its members, including all 26 Provincial Unions, Investec Super Rugby Teams, Commercial and other partners and stakeholders such as the New Zealand Government.

New Zealand Rugby is one of New Zealand's largest sports organisations, with a team of employees committed to ensuring that our national game is run smoothly and effectively at all levels, all over New Zealand.

Purpose

The purpose of the New Zealand Rugby Mental Health and Wellbeing Programme Manager is to provide leadership of the Mind.Set.Engage programme and its delivery mechanisms in addition to providing strategic leadership to a range of mental health and wellbeing initiatives across NZ Rugby in both community and professional rugby. The programme lead will oversee the development and implementation of specific project plans, support the



management of key stakeholder relationships and budgets as well as work along the mental health and wellbeing team to provide best practice advice and guidance to all environments and roles across NZ Rugby.

The key strategic objectives of the Mind.Set.Engage programme are:

1. To strengthen the individual's ability and intent to improve or maintain positive mental fitness and utilise effective strategies to cope with challenges in and outside of rugby.
2. Create sustainable environments in the rugby community that are receptive to conversations about mental health and support help seeking and receiving.
3. To use rugby's influence to support and add to the national conversation around normalizing and reducing mental health stigma and promote positive action.

Key Tasks

Programme Management

Lead the planning, delivery and implementation of the Mind.Set.Engage mental health & wellbeing programme and its corresponding strategy which includes:

- Leading the development and delivery of the Mind.Set.Engage programme against its strategic vision and key objectives outlined within the programme strategy with a key focus on establishing a sustainable working model.
- Lead the development of evaluation and reporting for all components of the Mind.Set.Engage programme to ensure effectiveness.
- Responsible for achieving key deliverables outlined in partnership agreements with external funding organisations.
- Provide leadership and line management oversight of the Mind.Set.Engage project coordinator role.
- Proactively lead the continual development of the cultural responsiveness and integration of Māori and Pasifika mental health and wellbeing models including elevating the concepts of Te Whare Tapa Wha, Fonofale, and whānau ora and embedding the principles of whanaungatanga, cultural connectedness and identity as part of a holistic view of wellbeing.
- for the Mind.Set.Engage programme.
- Oversee the development and implementation of project plans as required that incorporate the mental health and wellbeing needs of both the professional and community rugby environments.
- Lead the appointment, development, training and management of a network of co-facilitators in different regions
- Work alongside the Mental Health and Wellbeing manager to ensure an all of rugby approach to mental health and wellbeing that continues to explore innovative ways to enhance NZ Rugby's offerings at both community and professional levels.

Learning and Resource Development

- Provide guidance and support to roles within rugby on mental health and wellbeing learning and development principles and best practice content including Māori and Pasifika models of mental health and wellbeing.
- Work with internal teams and stakeholders to guide wellbeing activities and resources ensuring alignment to the Mind.Set.Engage programmes' strategy and content.
- Proactively lead the delivery of continuous education opportunities for all professional rugby staff across Teams in Black, Super Rugby and Provincial Unions.
- Lead the development of a range of resources and best practice content for rugby environments that promote key messages aligned with the wellbeing strategy.
- Manage relationships with internal and external stakeholders to deliver a suite of online resources and education opportunities including maintenance of the Mind.Set.Engage website and creation of online learning material.
- Provide leadership to the Mental Health & Wellbeing project coordinator to ensure delivery of face-to-face interventions to a range of rugby environments including community clubs, schools and contracted environments.
- Coordination and delivery of education sessions

Critical Incident Response

- Provide leadership and best practice advice and support around critical incident processes, and work with external SME's to ensure safety and best practice approaches.
- Provide leadership and best practice approaches to community rugby environments who have experienced a critical incident and develop resources to support safe practice and response.

Stakeholder Relationship Management

- Support the management of key external funding relationships.
- Accountable for achievement of key deliverables and meeting of reporting requirements for external stakeholders, funding organisations and Governance Group.
- Develop and manage effective working relationships with external subject matter experts, central and local Government stakeholders, Provincial Unions, Super Clubs, community clubs and schools.
- Lead establishment of relationships and networks with stakeholders in the mental health and wellbeing space including local external service providers in particular Māori and Pasifika local providers.
- Establish and maintain effective working relationships with NZR staff, external parties, and other business networks as required.

Leadership

As a People Leader:

- Represent NZ Rugby in an exemplar fashion displaying outstanding leadership, judgement, decision making and behaviours in managing and promoting NZ Rugby.
- Support the development and promotion of NZ Rugby's strategy, business direction, annual plans and budgets.
- Oversee your areas of responsibility ensuring expert advice and support in line with NZ Rugby requirements as appropriate.

- Provide clear and supportive leadership of your direct reports to enable them to achieve their agreed KPIs and contribute to the direction of NZ Rugby to their full potential.
- Ensure People & Capability strategies and initiatives are actively supported within your area of responsibility and the wider business in regard to the management and leadership of all NZ Rugby employees.
- Establish and maintain effective working relationships with NZ Rugby employees, external parties and other networks as required.

Budgeting

- Responsible for the management of the programme budgets.
- Responsible for financial reporting to internal and external stakeholders, .

Contract management

- Responsible for the negotiation and contract management of service providers associated with this programme subject to delegated authority

General

- Undertake other duties or programme work as determined by the Mental Health and Wellbeing Manager to meet team and organisational objectives
- Continue to upskill and undertake professional development to remain across current trends and developments in the mental health and wellbeing field

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

Key Relationships

This position reports to:	Mental Health & Wellbeing Manager	
Other areas/people that report to this position's immediate manager:	Clinical Psychologist Advisor	
This job's direct reports are:	Mental Health & Wellbeing Project Coordinator	
External Relationships	Internal Relationships	
<ul style="list-style-type: none"> • Funding Partners • Professional and emerging professional players • Community and school players 	<ul style="list-style-type: none"> • Medical professionals • Professional Rugby and Player Services team members • Culture & Wellbeing team 	

<ul style="list-style-type: none"> • Super Rugby and Provincial Union Management and personnel • Secondary school staff and leaders • Community rugby club personnel • Māori and Pasifika mental health and wellbeing service providers • NZRPA • Mental health sector and government agencies e.g Mental Health Foundation • Relevant NGOs 	<ul style="list-style-type: none"> • High Performance Team members • Other New Zealand Rugby Staff
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Person Specification

Experience

- Experience working in the mental health or wellbeing sector
- Experience in the development and delivery of mental health education and wellbeing promotion
- Experience supporting organisations as they develop their mental health and wellbeing programmes and processes.
- Experience developing, managing and maintaining stakeholder relationships
- Experience communicating with a wide range of stakeholders, cultures and audiences
- Experience in project or programme management

Knowledge

- Knowledge of mental health and wellbeing theory and practices
- Knowledge and application of Māori and Pasifika mental health and wellbeing models and practices
- Knowledge of the effectiveness of different mental health and wellbeing education tools and strategies across a spectrum of demographics
- Understanding of confidentiality requirements
- An understanding of Te Tiriti o Waitangi and its relevance to providing equitable mental health care and support for Māori.

Skills

- Stakeholder relations: Ability to build and maintain highly effective relationships
- Communication: Ability to present and explain complex ideas or information with simplicity
- Communicate effectively with individuals from varied cultural backgrounds
- Influential: Ability to influence behaviours and thinking
- Strategic Thinking: Strategic analysis and implementation
- Critical Thinking: Decision making and problem solving
- Excellent project management skills

Educational Qualifications

- Relevant qualification in mental health

Competencies

Behaviour	Everyone	People Leaders
Be Welcoming	<ul style="list-style-type: none"> • Respects and values others' styles, opinions, backgrounds and beliefs • Understands the motivations and situation of others • Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities 	<ul style="list-style-type: none"> • Stays connected to the team • Cultivates a team culture by advocating collaboration across teams • Actively seeks others' involvement
Be Our Best	<ul style="list-style-type: none"> • Seeks and acts upon feedback to improve performance • Recognises & develops own strengths and work-ons • Shares knowledge and skills • Respects and values the contribution of others • Identifies areas where a difference can be made and adds value • Works to gain trust and respect with all stakeholders • Responds positively to change • Is forward-thinking, always looking striving to improve and be the best • Consistently delivers on time • Puts their hand up when help is required or when it's required by others • Sees opportunities rather than barriers • Speaks up and challenges where there are issues, risk or inefficiencies 	<ul style="list-style-type: none"> • Ensures the right people are in the right job at the right time • Provides the tools needed for success • Invests in growing our people and supporting their holistic development • Sets attainable challenges & recognises and reinforces development efforts • Shares information and provides effective coaching • Takes the time to understand individual's strengths and where/how they can add value • Engages and utilises people from across NZR in the development and execution of business priorities • Looks long-term, to generate and encourage new ideas • Walks the talk • Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges • Prioritises the wider team's goals and intentions accordingly

<p>Be Passionate</p>	<ul style="list-style-type: none"> • Demonstrates a can do attitude, always open to opportunities • Pursues everything with energy and drive • Strives to achieve stretch goals • Always an ambassador for NZR and the game • Loves what we do – works here because it’s fun and we connect with others • Is a team player, connects with people 	<ul style="list-style-type: none"> • Creates a highly engaged environment and culture • Encourages responsible risk taking where mistakes are owned and learned from • Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends
<p>Play Fair</p>	<ul style="list-style-type: none"> • Is honest and constructive in discussions • Acts for the good of the game and respects its heritage, history and heroes • Is open, supportive and considerate • Actively listens, considers and takes on board other views • Behaves with integrity and is responsible for own behaviour • Looks after others and steps in if something is not right • Fronts when something goes wrong, owns the action and the consequence 	<ul style="list-style-type: none"> • Ensures people know what is expected • Has the team’s back • Trusts others to make good and timely decisions • Clearly and consistently communicates with all team members

Authorities / Dimensions of the Position

Staff – one

Budget – Controls expenditure budget subject to delegated authority

Contractual – Signs letters and contracts on behalf of the organisation within specified delegated authorities.

Manager Name: _____ Signature _____ Date: _____

Employee Name: _____ Signature _____ Date: _____

