

POSITION DESCRIPTION

Position Title	Contracting and Relationships Advisor
Business Unit	Professional Rugby & Performance
Reports to	Contracting and Relationships Manager
Position Type	Fixed Term 1 October 2022 to 31 March 2023, 0.6 FTE
Location	Wellington, NZ
Date	September 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

To support the NZ Rugby Professional Rugby team with the employment arrangements and contracts for service as they apply to rugby professional players and management in New Zealand. In addition, provide relevant advice and assistance to Professional Rugby and Performance and our member professional organisations, while providing administrative support to contracting arrangements led by other Professional Rugby & Player Services staff.

Key Tasks

Contracting & Relationships Support

- Provide support to the Professional Rugby team in the coordination, management, negotiation, and implementation of contractual terms and conditions for NZ Rugby Professionals
- Liaise with Professional Rugby team on a regular basis to monitor their contracting activity and planning, and to ensure their compliance with established provisions relating to contracting
- Provide support in the contracting of Coaches/Management of Assigned Professional Teams
- Supports the Contracting and Relationships Manager, to comply with World Rugby and NZR Board regulations relating to player eligibility to play for NZ national teams
- Provide support in the management and or release of New Zealand-based players for overseas international teams as required
- Manage replacement player needs with oversight of the Contracting & Relationships Manager, in conjunction with Team Management
- Prepare and maintain standard documentation for team including template contracts and letters. Liaise with the Professional Rugby Assistant for production of documentation as required
- Managing contracts administration processes for all professional players – ensuring satisfaction of all contractual conditions and management of communication with authorised representatives in relation to medical assessments, employment schedules etc.

Support and administration

- Coordinate the production of an annual season letter for NZR National Teams to players and team management
- Provide support as requested to the Professional Rugby team in respect of collective bargaining and the Contracting Review
- Liaise with the NZRPA and authorised agents as necessary on player management and CEA/MOU issues
- Respond to questions re CEA/MOU compliance from Provincial Unions and Super Rugby Teams
- Receive applications from Super Rugby Teams and Provincial Unions for exemption from CEA player assembly provisions, and coordinate NZR input to NZRPA
- Managing the agenda of regular WIP meetings with NZRPA, and responsible for leading dates and agendas for meetings as well as coordinating actions and follow-up
- Maintaining key contractual databases with player information and contract details
- Assist other members of the Professional Rugby & Player Services Team to manage their compliance and oversight responsibilities, including assisting them to ensure NZR compliance with the CEA and liaise with the NZRPA as necessary on CEA issues.

Professional Rugby payroll:

- Upload and administer contractual information and data into Salesforce in respect of Assigned Professional teams and Management to assist the Team Services Coordinator, NZR Payroll Manager
- Provide support to the Professional Rugby team in the management of monthly payroll
- Manage and monitor NZR's annual requirement to pay Incentive Payments to players, as well as compensation to Provincial Unions in relation to All Blacks players.

General

- Undertake other duties or project work as determined by the Contracting & Relationships Manager to meet team and organisation objectives.

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:	Contracting and Relationships Manager	
Other areas/people that report to this position's immediate manager:	Nil	
This job's direct reports are:	Nil	
External Relationships <ul style="list-style-type: none">• Assigned Professional and emerging players and their representatives• Team Coaches and Managers of Assigned Professional players• Management personnel, including CEO's, High Performance Managers and Personal Development Managers of Assigned Professional players• NZRPA Staff• Broadcasters• Sponsors and commercial partners• Venues and local council bodies	Key Internal Relationships <ul style="list-style-type: none">• Other Professional Rugby & Performance Team members• Finance Team• Commercial• Legal• Head of Women's Rugby• Communications Team• IT• Other staff	

Person Specification

Experience

- Experience in drafting and interpreting employment contracts and other legal agreements
- Experience using and uploading information into Salesforce
- Experience with business financial systems preferable
- Project management

Skills

- Sound computer skills – Microsoft Office products, particularly Word and Excel programmes
- Familiarity with “new media” applications

Educational and Professional Memberships

- Relevant tertiary qualification (Law/Human Resources/Management or Business)
- Employment/contracts law background would be advantageous.

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 	<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

	<ul style="list-style-type: none"> • 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"> • 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
Be Passionate	<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
Play Fair	<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

Budget – does not manage a budget but provides support to the Professional Rugby team in management of their various budgets

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

Manager Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____