

# JOB PROFILE – DIRECTOR OF JUDGING

(Updated November 2017)

## JOB TITLE

Director of Judging

## POSITION SUMMARY / RESPONSIBILITIES

The Director of Judging is responsible to the membership for ensuring that in conjunction with other members of the Technical Working Party, they complete tasks and implement strategies to achieve the goals and mission of the organisation ensuring at all times a unified standard of drills, routines and judging is maintained

## PERSON SPECIFICATIONS

The Director of Judging shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Able and willing to display positive leadership.
- Knowledge of MNZ administration as it affects position of appointment and as it affects Teams and Judges.
- Thorough knowledge of MNZ Drills and Routine Requirements and Judging Criteria and Judging Sheets.
- Be familiar with the Constitution, Policies and Rules of Participation of MNZ
- Effective administrator, with good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

## REPORTING LINES / WORKING RELATIONSHIPS

The Director of Judging shall maintain direct liaison with:

- Chief Executive Officer
- Board via the Chief Executive Officer
- Technical Manager and Director of Coaching.
- Judging Accrerator/s.
- Association Chief Judges.
- Sport NZ (Sport New Zealand)
- RST's (Regional Sports Trusts)

## KEY TASKS

The Director of Judging shall undertake the following key tasks:

- Be an integral member of the Standing Working Party – Technical and comply with the Terms of Reference of the Working Party as approved by the Board.
- Maintain a unified standard of drills, routines and judging, in conjunction with the Technical Manager and Director of Coaching
- Attend meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand.
- In conjunction with other members of the Technical Working Party, develop and provide for Board approval, a recommended programme of education and training for Judges, and implement the approved education and training programme.
- Consult with the Judging Accrerator/s in preparing a programme of accreditation for Judges, and ensure the responsibilities of all Judging Accrerator/s are fulfilled and apply training where necessary
- Promulgate results of Accreditation to Judges
- Review/recommend changes to the Judge Accreditation programme and also the development needs of Judging disciplines with a view to making recommendations to the Board in January each year on strategies to recruit and retain Judges.
- Submit to the Board for approval as per the Process Guidelines – Selection of Island & New Zealand Championships Judging Panels, recommended Judges for appointment to Island Championships, New Zealand Championships and International Judging Panels
- Maintain communication with Association Chief Judges.
- Create an environment which is conducive to achieving MNZ goals

## **PERFORMANCE EXPECTATIONS / KPI's**

The Director of Judging shall meet the following performance expectations:

- Create an environment which is conducive to and produces Drills and Routines, Uniform Requirements, Judging Criteria and Judging Sheets, which maximise the potential of all participants.
- Create an education and training environment which is conducive to positive learning and which increases the skill levels of Judges
- A unified standard of drills and routines is achieved and maintained.
- Attend meetings of the Technical Working Party.
- Attend Island Championships, New Zealand Championships and International Challenge
- Attend Annual Meeting of Marching New Zealand.
- Attend Association Coaching Co-ordinator and Chief Judge Workshop.
- Attend National Coach and Judge Workshops.
- Attend appropriate development courses relevant to the position.
- Facilitate Judge Accreditation and liaise with the Judging Accreditor/s and apply training where necessary.
- Promulgate results of Accreditation to Judges within fourteen days of receiving submissions and receiving reports from the Judging Accreditor/s and Association Chief Judges
- Recommend changes to the Judge Accreditation programme to the Technical Working Party for consideration
- Maintain training programme and accreditation courses within approved budget.
- Satisfactorily handle communications with Association Chief Judges.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board