

# JOB PROFILE – TECHNICAL MANAGER

(Updated October 2015)

## JOB TITLE

Technical Manager

## POSITION SUMMARY / RESPONSIBILITIES

The Technical Manager is responsible to the Board ensuring the Technical Working Party works together to complete tasks and implement strategies to achieve the goals and mission of the organisation and ensuring at all times a unified standard of drills, routines and judging is maintained.

## PERSON SPECIFICATIONS

The Technical Manager 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 Technical Manager shall maintain direct liaison with:

- Chief Executive Officer
- Board via the Chief Executive Officer
- Director of Coaching and Director of Judging.
- Workshop Facility Contractors
- Workshop/Seminar Attendees.

## KEY TASKS

The Technical Manager 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, and monitor progress in conjunction with the Director of Coaching and Director of Judging
- Attend and Chair meetings of the Technical Working Party
- Prepare a report for each Board meeting and the Annual Meeting of Marching New Zealand and prepare reports of Technical Working Party meetings for the Board
- Liaise with the Director of Finance re finances covering Technical Working Party functions of responsibility, including recommended education and training programmes and monitor expenditure against approved budget.
- Consult with the Director of Coaching and the Director of Judging and assist in implementing best methods of up-skilling Coaches and Judges to achieve a unified standard, in line with current Drills and Routines approved by the Board.
- Facilitate consideration on recommended changes (if any) to Coach and Judge accreditation programme and present recommendations to the Board
- Facilitate consideration of comments, advices and complaints forwarded by individual Coaches and Judges which cannot be handled by either the Director of Coaching or Director of Judging respectively alone.
- Make administration arrangements for workshops/seminars following education and training programmes receiving approval of the Board.
- Consult with the Director of Coaching and the Director of Judging and ascertain targets for inclusion in the Annual Balanced Scorecard (Board measurement tool)
- Create an environment which is conducive to achieving MNZ goals

## PERFORMANCE EXPECTATIONS / KPI's

The Technical Manager 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 is of benefit to all attendees attending Workshops/Seminars.
- Produce appropriate documentation for the Drills and Routines, Uniform Requirements, Judging Criteria and Judging Sheets, in accordance with the Meeting Frequencies section of the Standing Working Party (Technical) Terms of Reference.
- Recommend to the Board changes (if any) to the Coach and Judge Accreditation programmes
- Recommend to the Board in July the agreed Coach and Judge targets for inclusion in the Annual Balanced Scorecard.
- Agreed targets in the Balanced Scorecard are attained.
- A unified standard of drills and routines is achieved and maintained
- Attend meetings of the Technical Working Party.
- Attend New Zealand Championships and International Challenge
- Attend Annual Meeting of Marching New Zealand.
- Attend Association Coaching Co-ordinator and Association Chief Judge Workshop.
- Attend National Coach and Judge Workshops.
- Attend appropriate development courses relevant to the position.
- 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