



**CANOE RACING
NEW ZEALAND**

Chief Executive Officer

Canoe Racing
New Zealand

SPORTSPEOPLE
RECRUITMENT



About Canoe Racing New Zealand

Canoe Racing New Zealand (CRNZ) is the National Sport Organisation (NSO) responsible for flatwater (sprint and marathon) and ocean (surfski) kayaking in New Zealand. CRNZ has a history of outstanding performances at the Olympic Games and over the last five years has been focusing on building participation and engagement in paddling by implementing the 2020-2028 Strategic Plan. (The Strategic Plan is available as an attachment to the job advertisement for this position).

Chief Executive Officer

Reporting to the Board of Directors via the Chair, the CEO will lead CRNZ towards its strategic objectives through leadership and contribution to CRNZ activities, inspiring the support of all CRNZ's community including affiliated Clubs, staff, athletes, volunteers, stakeholders, and investors.

Due to the small size of CRNZ (10 staff), the CEO role requires a balance of leadership and direction with know-how and a willingness to support business operations. This includes understanding high performance (including what it takes to achieve objectives at Olympic Games) and community/recreational sport.

The CEO's key responsibilities are:

- Be the chief advocate for the sport, the organisation, and our people, growing awareness of paddling and the profile CRNZ
- Lead a high-performing team and maintain a culture of excellence, inclusivity, and care
- Problem-solve and lead the organisation through challenges that arise, and
- Maintain the current funding streams while seeking to develop new opportunities.

To be considered for this role you will preferably be tertiary qualified with significant diversified experience in strategic leadership roles, ideally from within a sports environment. You will be a dynamic leader with a proven track record in managing and growing like-sized businesses, budgets and resources, with proven strength and experience across the core functional responsibilities of leadership, governance, relationship / stakeholder management, financial accountability and commercial management.

Your commercial and financial acumen will successfully deliver against strategic objectives whilst building strong networks and relationships across a wide range of stakeholders.

A background in paddling is not required; however you must be committed to providing strong foundations for the growth and success of the sport both at the elite and community/recreational levels.



Core Responsibilities

Strategic Leadership

- Understand the CRNZ strategic plan and be its chief advocate to staff, the community and all stakeholders
- Be CRNZ's chief media spokesperson
- With the Board of Directors, periodically (every 3-4 years) re-assess CRNZ's strategic plan and ensure its relevance) so that it remains fit-for-purpose
- Ensure organisational structure, activities and resources are aligned to CRNZ's strategic plan
- Develop and nurture a healthy, sustainable, and continuously improving system that supports high quality paddling experiences across NZ
- Be an active listener and ensure CRNZ communications are effective

Team Leadership

- Lead and prioritise a culture that supports excellence, wellbeing, and strong H&S practices for our people, athletes, coaches, partners, and community
- Inspire, lead and manage an engaged team, ensuring talent and strengths are organised to best serve and deliver on CRNZ's strategic objectives
- Manage all aspects of staff resources, including performance reviews, contract negotiations, recruitment, and work assignments
- Be present, approachable, and available as a sounding-board for staff and athletes

Financial & Risk Management

- Deliver the financial results required to support CRNZ's strategic objectives and grow the organisation's ability to foster the development of paddling at all levels
- Ensure that CRNZ's financial reporting is on time, complies with all legislative requirements and meets financial reporting standards
- Oversee the tracking of financial and business performance of the organisation against the strategic plan and exercise judgement regarding the impact of business trends and issues
- Foster a culture that recognises the responsibility of receiving public (government and community trust) funds
- Maintain the risk register and ensure risk mitigation controls are implemented
- Manage complaints processes in line with CRNZ's Policies

Marketing / Communications / Sponsorship

- Oversee development of CRNZ's brand and organisational assets to ensure the sport is positioned to take best advantage of commercial and non-commercial opportunities that arise through strong brand recognition
- Drive and assist with the securing of, and on-going management of commercial partners
- Oversee the effective marketing and communication management for the organisation to grow the awareness of paddling, and organisational profile, reach and relevance
- Ensure all communications are delivered in a timely and effective manner

Governance & Stakeholder Management

- Build an effective and professional relationship with the Chair, Deputy Chair and Board of Directors. This includes provision of relevant, accurate and timely reports for the regular board meetings plus general information updates as required
- Work with the Chair to lead a professional, respectful, and effective Board culture
- Take a "no surprises" approach to communication with the Chair and Board – ensure any new risks and/or issues are communicated immediately
- Present the strategic and annual planning process in a timely and consultative way in conjunction with the board and staff and, where required, support the Board of Directors through review of the Strategic Plan
- Foster the relationships with our wide range of stakeholders across the sector to support CRNZ's strategic objectives. In particular, the CEO will continue to enhance the partnership-based approach we currently enjoy with Sport NZ and HPSNZ



Key Relationships

Reports to: Board of Directors via Chair

Direct Reports:

- General Manager - Performance
- Finance and Business Operations Manager
- Participation Lead

Internal Relationships

- CRNZ Board and subcommittees
- CRNZ staff (10), athletes, volunteers and contractors
- The paddling community, including CRNZ affiliated clubs as well as non-affiliated operators
- Organisational Advisory Groups

External Relationships

- Sport New Zealand
- High Performance Sport New Zealand
- International Canoe Federation
- New Zealand Olympic Committee
- Paralympics New Zealand
- New Zealand Major Events
- Other NSOs, particularly water sports organisations (Yachting NZ, Waka Ama NZ, Surf Life Saving NZ etc)
- Regional Sports Trusts
- Community Gaming Trusts
- Sponsors, Commercial Partner and philanthropic donors

Measures of Success

CRNZ Leadership

- CRNZ is delivering against the 2020-2028 strategic plan
- CRNZ is meeting the KPIs, and deliverables set by their key government partners and investors
- CRNZ has strong governance practices and policies that support organisational stability and integrity

Increases in Participation and Engagement in Paddling

- Positive feedback and increased participation in Try Learn Explore programs and Kahawai events where there is potential for growth
- Increased participation in paddling generally
- Increased engagement through CRNZ media

Regular delivery of outcomes on the World Stage

- "A" priority: Representation at Olympic Games and performing with distinction to ensure ongoing funding of CRNZ
- "A" priority: World Championships,
 - Sprint A finals either Open Men or Women
 - Marathon: Top 10 finisher Open Men or Women
 - Oceanski: Top 10 finisher Open Men or Women
 - Outside Open Men and Open Women: for Sprint any A final placegetter and for non-Sprint any top 15 finish.
- "B" priority: Non-World Championships - this covers World Cups or Asia Pacific - any Medal finishes

Wellbeing of people is a priority

- Athlete and staff feedback through independent review processes
- Club and event provider feedback is constructive and generally positive

CRNZ is sustainable

- Attract/maintain sufficient revenue to ensure CRNZ can sustain its current growth opportunities
- Increasing investment in Participation and Engagement pillars of strategy
- Increasing diversity of participants, staff, volunteers

CRNZ is innovative and purposeful

- Development of new programs, events, and revenue streams



Key Competencies

Strategic Leadership

- An ability to look beyond the strategic and operational issues to identify and scope external and internal issues and opportunities that are likely to significantly impact CRNZ's plans in the short-to-medium term
- Aspiration and perseverance

Collaboration and Relationship Management

- Understands the value of building and retaining strong relationships across the paddling and wider communities. This includes grassroots level participants, elite athletes, coaches, clubs, event providers, volunteers and key strategic partners, funders, sponsors and political influencers
- Sets a positive culture as an effective collaborator, listener, and communicator

Organisational Leadership

- Demonstrates the ability to maintain calm and focus under pressure and lead teams through challenges
- Demonstrates the ability to identify opportunities that enhance organisational strategies and direction
- Provides a clear sense of direction
- Acts as a leader by clarifying stakeholder group interests/goals, motivates stakeholder groups to perform and provides suitable recognition of strong performance
- Leads by example

Business Acumen and Financial Management

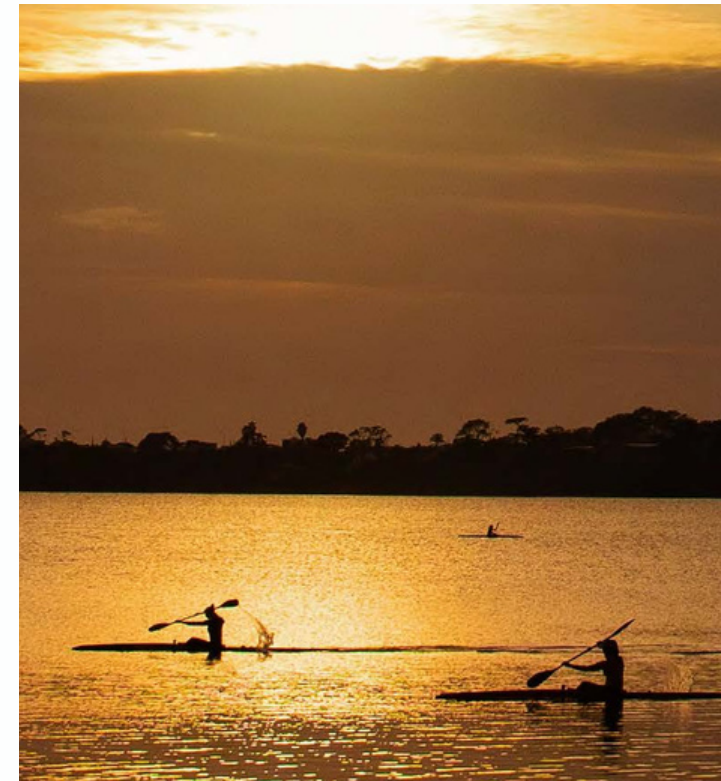
- Analyses information and forecasts/trends in order to identify potential issues or capitalize effectively on opportunities
- Understands and manages financial and operational implications of revenue versus expenditure and accounts for these while consistently achieving agreed objectives
- Demonstrates ability to lead a successful commercial business particularly in terms of hands-on revenue generation
- Has the ability to ensure that the financial resources of the organisation are used efficiently to ensure maximum benefit in accordance with CRNZ's strategic direction

Communication Skills

- Demonstrates the ability to express thoughts and ideas clearly and effectively to a range of audiences in a variety of contexts.
- Understands the value of effective board and other written reports and demonstrates an ability to accurately reflect the organisation's current status and key risks.
- Visible champion of paddling and the sport of kayaking

Problem Solving, Innovation and Decision Making

- Demonstrates innovation, original thinking and generates creative solutions
- Undertakes a rigorous analytical approach to evaluate decisions/proposals; consistently uses logic as a basis for action and utilises influence to motivate others to accept/implement decisions
- Identifies and resolves problems in a timely manner, meets challenges with resourcefulness develops alternative approaches and ideas
- Ability to make tough decisions and take responsibility for the outcomes.



Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

Essential Experience

- A track record of excellence in at least one field
- Significant diversified experience in successfully leading a small to medium size organisation (or other relevant leadership experience)
- Working with senior management, CEOs, Boards, Committees
- Planning, managing and prioritising multiple and competing tasks and projects to meet deadlines
- Demonstrated ability to perform and lead under pressure
- Developing strong relationships; influencing, leading, coaching and motivating staff and key stakeholders
- Evidence of diverse stakeholder management
- Evidence of third party influencing
- Commercial and business development competencies and evidence of success

Desirable

- A related tertiary qualification
- Experience in the sports sector and an understanding of the NZ system
- Experience and credibility with elite athletes/coaches and leading a sport high performance programme
- An understanding of paddling sports
- Attracting, managing, and retaining commercial and philanthropic partnerships

Attributes

- Passionate about sport in general and water sports/paddling in particular
- Comfortable with moving between strategic thinking and operational delivery
- Able to identify and act on strategic opportunities and emerging issues
- Comfortable inspiring and influencing others to navigate change and sell new ideas
- Able to make informed decisions and to take decisive action
- Passion for revenue generation/business development as a hands-on fundraiser /revenue generator
- Interest and strength in organising commercial business balances with an affinity for not-for-profit/sporting sector values
- Strong networking and relationship development capabilities, able to connect and communicate comfortably with anyone in the community
- Results driven and accountable for team performance
- Exceptional interpersonal skills especially within a small team environment
- Has a reputation of trust with key commercial and non-commercial partners/ stakeholders
- Personal skills to manage the pressures of leadership effectively and positively

Other

- Current drivers licence
- Clean police check
- Children's Worker Safety Check
- Current passport



Hours of Work

This is a permanent full time position. Given the unique nature of the sport industry, working outside of office hours is likely to be required from time to time including evenings and weekends.

Location & Travel

The role is based at either the CRNZ Auckland office at AUT Millennium - 17 Antares Place, Mairangi Bay or Cambridge at the CRNZ High Performance Centre. Please specify your location preference(s) in the Application Form.

Both domestic and international travel may be required from time to time to attend various meetings and events.

Remuneration Guide

A senior executive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

Website & Social Media

For more information and news items on all facets of activities, services and programs, visit:

CRNZ website: canoeracing.org.nz

Facebook: facebook.com/canoeracing

Instagram: instagram.com/canoeracingnz

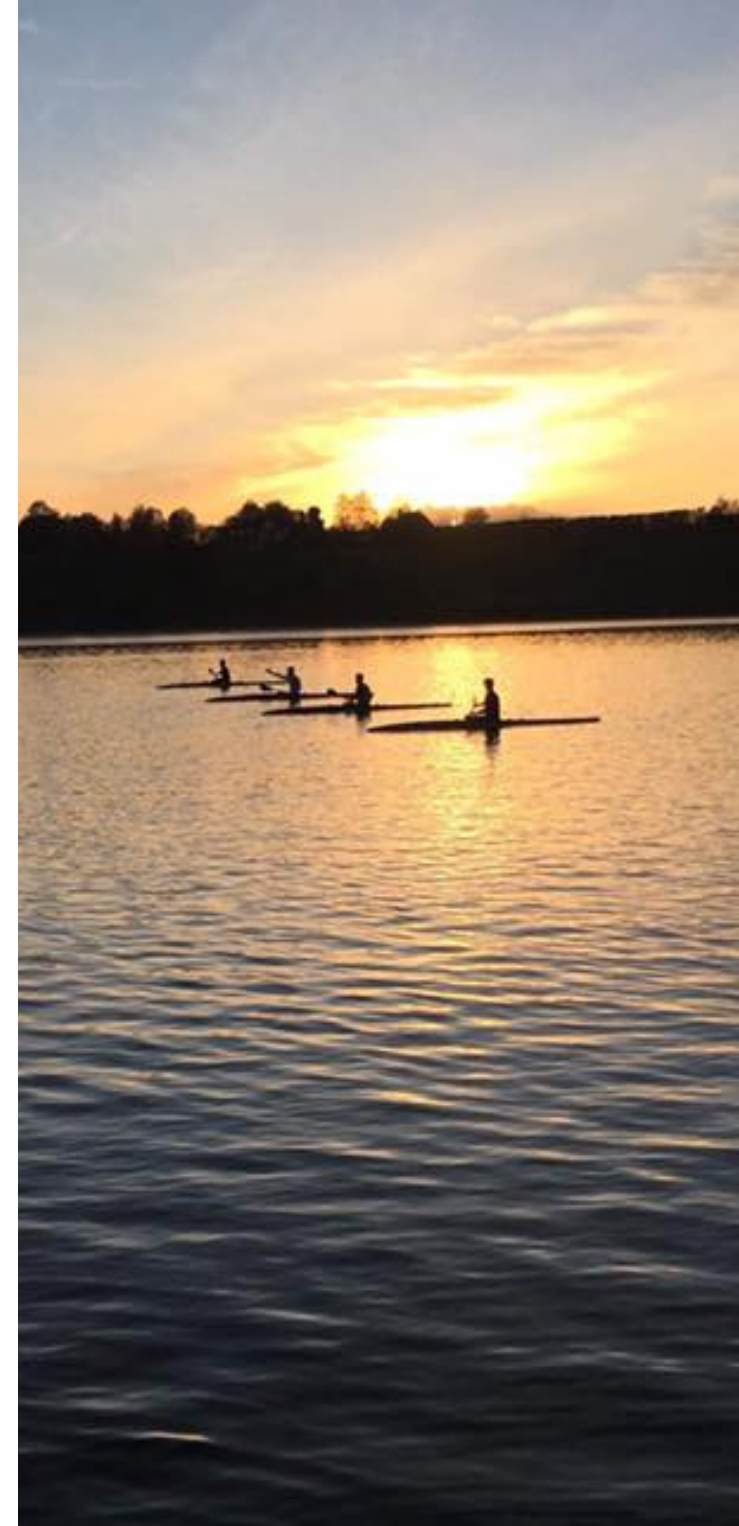
Residency & Immigration

Candidates must be a New Zealand Citizen or resident with a legal right to reside and work in New Zealand in order to be considered for this position.

Timelines

Final interviews and the appointment of the Chief Executive Officer, Canoe Racing New Zealand are scheduled for March, 2023.

The successful candidate would be expected to commence duties as soon as possible, mindful of notice periods and general availability.



Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now. We reserve the right to close the role as soon as sufficient merit applications are received.

Applications Close: 5pm Thursday 16 February, 2023

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via **sportspeoplerecruitment.com/jobs**

Enquiries

In the first instance general enquiries should be directed to **Karen Good on +64 21 231 9602** or **FREECALL NZ 0800 634 388** or **+61 2 9555 5000** or via **jobs@peoplerecruitmentgroup.com**.

About Sportspeople Recruitment

The Chief Executive Officer, Canoe Racing New Zealand search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 27 years in 2023 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Canoe Racing New Zealand as the exclusive search partner for the Chief Executive Officer position - our 244th Chief Executive Officer search.

Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.



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