

POSITION DESCRIPTION

Position Title	National Teams & Pathways Administrator
Business Unit	Professional Rugby & Performance
Reports to	High Performance Pathways Manager
Position Type	Permanent, 1.0 FTE
Location	Wellington, NZ
Date	August 2025

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 provide administrative and logistical support, acting as a key point of contact for National Teams and High Performance Player Development programmes

Key Tasks

High Performance Team

- Actively participate as a member of the High Performance Team, contributing guidance and support on planning, assemblies, competitions, tours and the performance pathway
- Contribute to the wider administration group across the Professional Rugby and Performance teams to ensure process alignment, consistency and operational efficiency.

National Teams

- Provide administrative and logistical support to assigned national teams, which include:
 - Support Campaign Managers with planning
 - Coordinate bookings for accommodation, travel, equipment and training facilities.
 - Obtain quotes and compare options in relation to above bookings
 - Liaise with Team Managers to ensure timely and appropriate communication with team members
 - Manage the ordering and distributing of outfitting of the teams
 - Oversee passport management, player eligibility checks and visa travel/travel requirements
 - Co-ordinate all administration required for Tournaments, Tours and/ or Matches. (ie with World Rugby and other national unions)
- Support National Teams stock and inventory management, including:
 - Monitor and maintain minimum equipment stock levels.
 - Oversee distribution and return of equipment for tours, as per team requirements.
 - Conduct regular equipment audits to ensure completeness and identify repair needs
 - Assist National Teams Managers

General Administration

- Support the preparation of annual budgets and plans for assigned National Teams
- Monitoring of budgets and processing of invoices from providers
- Submit a post campaign report to the Campaign Manager, identifying areas for improvement and proposing solutions regarding operations and logistics.
- Provide administrative support for the High Performance Player Development Team
- Assist with system monitoring of Provincial Union Academies, age grade competition delivery and under age approval process for NPC & FPC
- Oversee procurement activity and maintain regular communication with suppliers to ensure timely and cost-effective sourcing.

General

- Undertake other duties as required to meet team or organisation objectives.

Health & Safety (for self)

- Take personal responsibility for maintaining a safe working environment.
- Follow safe working procedures.
- Promptly report incidents and hazards.
- Suggest appropriate remedies for identified hazards.
- Understand emergency procedures.
- Cooperate with rehabilitation plans if needed

Key Relationships

This position reports to:	High Performance Pathways Manager	
<ul style="list-style-type: none">Other areas/people that report to this position's immediate manager:	None	
<ul style="list-style-type: none">This job's direct reports are:	Nil	
External Relationships <ul style="list-style-type: none">Players and CoachesNational Team Management StaffSuppliers of accommodation, travel etc.SponsorsOther overseas rugby union delegatesProvincial Unions & Super Rugby Clubs		Internal Relationships <ul style="list-style-type: none">NZR Professional Rugby & Performance TeamNZR Staff

Person Specification

Experience

- Experience in working in a sporting environment or high-performance sport setting

Educational and Professional Memberships

- Tertiary qualification in relevant field (e.g., Sports Management, Business Administration, or related discipline)

Competencies and Attributes

- Strong team player with a collaborative mindset.
- Takes ownership and is accountable for delivering outcomes
- Demonstrates the ability to work effectively with a diverse team and build strong internal and external relationships
- Willingness and flexible to work outside of standard business hours, including weekends and travel when required.
- Solid understanding of team sports dynamics and high-performance environments
- Excellent planning, organisational and time management skills
- Clear and confident communicator, both written and verbal.
- Self-motivated, proactive, and able to use initiative.
- Committed to excellence; driven by high standards and performance.
- Exercises discretion and maintains confidentiality at all times
- Strong negotiations skills and the ability to influence outcomes
- Financially literate, with demonstrated proficiency in spreadsheets and budget tracking.

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
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
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Authorities / Dimensions of the Position

Staff – Nil

Budget – Provides strategic input on budget and expenditure planning for National Teams and High Performance activities

Contractual – Nil

Manager Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____