

POSITION DESCRIPTION



Position Title	Project Manager
Business Unit	Corporate Services
Reports to	Head of Group Strategy, Planning and Performance
Position Type	1.0, Fixed Term 6 Months
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 and fifty 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, 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

The Project Manager is responsible for planning, executing, and delivering strategic initiatives across the organisation. This role ensures that cross-functional projects are delivered on time, within scope, and aligned with the organisation's strategic goals. The ideal candidate will be able to build relationships quickly, willing to be hands on in delivery and provide momentum and structured delivery across a range of projects and initiatives.

Key Tasks

Project Leadership and Delivery

- Lead the end-to-end delivery of assigned projects/programmes.
- Develop detailed project plans, resource needs, and critical path timelines
- Monitor, track, and report on progress, risks, and dependencies
- Provide support to other workstream leads enable delivery.

Stakeholder Engagement

- Manage engagement with internal and external stakeholders to ensure alignment and coordination
- Facilitate workshops, briefings, and updates as required
- Plan and sequence engagement timelines to ensure efficiency

Risk and Issue Management

- Identify and manage project risks and issues
- Escalate major challenges appropriately and provide mitigations

Reporting and Communication

- Prepare clear and timely updates for project team, executive leadership, or board
- Maintain project documentation including status reports, action trackers, milestone tracking and sequencing timelines
- Provide key messages for communication updates and wider stakeholder communications.

Other

- Undertake other tasks as required to meet team or organisational 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
- Knows what process options are available and contributes to a harm-free workplace culture

Key Relationships

This position reports to:	Head of Group Strategy, Planning and Performance	
• Other areas/people that report to this position's immediate manager:	Performance Reporting Analyst Corporate Social Responsibility Manager	
• This job's direct reports are:	Nil	
External Relationships <ul style="list-style-type: none">• New Zealand Rugby Players Association• Provincial Unions• Super Rugby Clubs		<ul style="list-style-type: none">• Staff across NZR group• Corporate Services team• Finance team• NZR Executive

Person Specification

Experience

- Proven experience leading projects across cross-functional teams
- Exceptional planning, communication, and organisational skills
- Strong stakeholder engagement and relationship-building ability
- Ability to think strategically and execute operationally
- Adaptability and calm under pressure
- Willingness to roll up the sleeves and get stuck in.

Knowledge

- Understanding of New Zealand Rugby context, stakeholder dynamics and change management practices
- Strong commercial or organisational awareness with the ability to align projects to strategic goals

Skills

- Project Management
- Excellent planning, coordination and organisational skills
- Strong written and verbal communication, including the ability to simplify complex issues
- High level of emotional intelligence and interpersonal skills
- Critical thinking, problem-solving and ability to exercise sound judgement under pressure
- Proficiency in Microsoft Office and project management software

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 	<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

	<ul style="list-style-type: none"> • Loves what we do – works here because it's fun and we connect with others • Is a team player, connects with people 	
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

Staff – Nil

Budget – controls expenditure budget

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

Manager Name: _____ Signature: _____ Date: _____

Employee Name: _____ Signature: _____ Date: _____