







# Service Delivery Lead – Injury Prevention

The Service Delivery Lead – Injury Prevention plays a key role in delivering and continuously improving injury prevention programmes within the Community Rugby team. The primary focus of this role is the coordination, maintenance, and enhancement of the Warm-Up Programme, ensuring it remains evidence-informed and widely adopted across community rugby. In addition, the role contributes to the development and implementation of Contact Load guidelines, supports the Concussion Management project, and provides subject matter expertise to strengthen RugbySmart's injury prevention initiatives.

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Wellington / Auckland	Community Rugby	Injury Prevention and Wellbeing Programme Manager	Fixed Term/Full Time	Nil	Nil
<b>Key Stakeholder Groups</b> <b>Internal:</b> NZR employees, Provincial Unions/Super Teams/National Teams, Players, Coaches & Referees <b>External:</b> ACC, New Zealand public and fans, Community groups and agencies, Interest groups					

## What You Do

### Project Management – Planning and Implementation

- Lead the operational delivery, review, and continuous improvement of the Warm-Up Programme to align with best practice movement and injury prevention principles.
- Provide project management expertise for the Concussion Management project, ensuring integration with existing community education and delivery frameworks.
- Coordinate the development of Contact Load guidelines for Community Rugby, supporting consistent alignment across all injury prevention initiatives.
- Deliver educational and communication plans to promote injury prevention awareness among coaches, referees, and players.
- Ensure all initiatives are delivered to agreed timelines, quality standards, and within budget.
- Collaborate with the Injury Prevention & Wellbeing Programme Manager to develop and execute the annual Project Charter and related documentation.
- Support collaboration with suppliers, external experts, and internal teams to ensure alignment and efficiency.
- Provide SME guidance on movement, safety and injury prevention for Community Rugby.

### Data, Monitoring and Evaluation

- Support monitoring of injury prevention programme outcomes ensuring continuous improvement.
- Coordinate with research partners, national sporting organisations (NSOs), universities, and relevant external agencies to gather and interpret data on injury trends and programme adherence.

- Prepare quarterly reporting on outcomes, adherence, and impact.
- Apply findings to enhance programme delivery and guide evidence-based decision-making.

### Budget Management and Reporting

- Support the Injury Prevention & Wellbeing Programme manager with the project budget; plan and forecast budget against planned activities and deliverables, monitoring actual spend vs forecast.
- Provide monthly reports to the Injury Prevention & Wellbeing Programme Manager and/or team as required.

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## What You Bring

### Key experience and skills include:

- Bachelor's degree, preferably in a related subject (Sports Science or medical related) is desired.
  - Relevant experience in project management (3+ years).
  - Experience in planning, risk management and/or change management.
  - Critical thinking and strong problem-solving skills.
  - Excellent decision-making and leadership capabilities.
  - Advanced Microsoft office, including Microsoft project (or equivalent) and Excel.
  - Sophisticated skills to build, lead and manage relationships at all levels.
  - Excellent communication – written and verbal, ability to present information, influence, and articulate ideas / concepts.
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