







Manager, Contracting and Relationships

The Manager, Contracting and Relationships is responsible for the employment relationships with individual professional rugby players and National Team Management in New Zealand, including taking a lead role in the drafting, negotiation and management of contracts for individual players (including All Blacks and Sevens players). The Manager, Contracting & Relationships is also responsible for the employment relationships of National Team Management, and will work closely with the Head of Super Rugby Relationships (HSRR) as required to provide strategic advice and support to NZR's Super Rugby Teams and other professional teams in respect of player contracting.

The role supports the General Manager Professional Rugby Relationships (GM PRR) and the HSRR in managing NZR's employment relationships with New Zealand's five Super Rugby Clubs and National Teams and also provides a key role in the day-to-day relationship with the New Zealand Rugby Players' Association and professional player representatives.

					
Location	Team	Leader	Employment Type	Direct Reports	Span of Control
Wellington	Rugby Delivery	GM Professional Rugby Relationships	Permanent / Full Time	1	1
Key Stakeholder Groups Internal: NZR staff, Head of Super Rugby Relationships, NZR High Performance Team External: Professional players and their representatives, NZR Team Coaches and Management, Management personnel, including CEOs, General Managers of Rugby, High Performance Managers and Personal Development Managers of Professional players, NZRPA Staff.					

What You Do

Individual Contracting & Relationships

Contracting & Relationships

- Lead the negotiating, implementation and management of contractual terms and conditions for professional players and National Team management – including:
 - All Blacks and other Professional Players
 - All Blacks Team Management
 - Other National Team Management
 - National Team Medical Staff
 - Referees.
 - All Blacks players and other players with NZR Retainer Components
 - All Blacks Management
 - Support Professional Super Rugby teams in contracting players

- All Blacks Sevens players
 - Teams in Black Team Doctors and Medical Staff
 - National Teams Coaches / Management / Māori All Blacks / NZ Under 20's / Black Ferns / All Blacks Sevens and Black Ferns Sevens.
- Such dealings include:
 - Consulting with appropriate internal NZR Management and relevant external coaching and high performance staff, to appropriately assess the nature and value of the offer to be made to each individual
 - Working within established delegated authorities and budgets, including preparing Board papers and other papers for decision in respect of such offers
 - Managing relationships with authorised representatives where appropriate
 - Appropriately documenting agreements and maintaining appropriate files and records.

Professional Rugby Employment Relations

- Liaise with Professional teams on a regular basis to monitor their contracting activity and planning, and to ensure their compliance with established provisions relating to contracting.
- Provide support, advice, education materials and resources to Professional teams to assist them in negotiating contracts with players.
- Lead the annual Super Rugby Selection Process including the annual Wider Training Group Draft and National Development Contract allocations.
- Lead the Super Rugby Replacement Player process, including finalising the Super Rugby Replacement Player Protocols to be utilised each year.
- Alongside the GM Professional Rugby Relationships:
 - Comply with World Rugby and NZR Board regulations relating to player eligibility to play for NZ national teams.
 - Enhance NZR's communication with overseas-based NZ players and monitor the movement of these players and overseas rugby developments.
- Manage replacement player needs for Professionals Teams, including the contracting of these players.
- Lead the contractual and selection implications of NZR's participation in Olympic Sevens Rugby.
- Support the Integrity & Women's Professional Rugby Manager to provide correspondence and attend hearings for Professional teams, in the resolution of employment disputes and misconduct matters.
- Manage the release of New Zealand-based players for overseas international teams as required.

Relationship Management

- Ensure Super Rugby Teams are fully briefed and understand the requirements of the Super Rugby Selection Process.
- Develop robust and professional relationships with Professional players, as well as coaches and management / administrators, by:
 - Organising regular visits to Team bases to meet with players and management personnel.
 - Attending Team assemblies and camps and work closely with the club CEO, General Manager of Rugby and Coaches while in these settings.
 - Delivering education sessions to players and/or parents or caregivers.
 - Arranging one-on-one or small group meetings with players.
 - Maintaining file notes of meetings.
- Foster professional relationships with Professional players authorised representatives.

Collective Employment Agreement / New Zealand Rugby Players Association

- Project manage the Collective Bargaining Process ensuring timely flow of information and facilitation of stakeholder input as well as acting as chair of internal bargaining WIP meetings.
- Provide expert advice and support to the Chief Rugby Officer and the GM Professional Rugby Relationships in respect of collective bargaining preparations.
- Liaise with the NZRPA and accredited agents as necessary on player management and CEA-related issues.
- Champion compliance with the CEA amongst own team and in supporting all Professional teams, including supporting other members of NZR with their legal and relationship interface with the NZRPA.
- Advise all Professional teams on CEA compliance and respond to miscellaneous questions and maintain a sound command of CEA provisions.

Budget and Payroll Management

- Manage budgets for Assigned Professional Teams, including All Blacks 7's, Super Rugby Teams and Professional Referees.
- Support the GM Professional Rugby Relationships in management of expenditure from the Player Payment Pool and ensure NZR is meeting its budget targets.
- Oversee the annual budgeting process from the non-player payments within the Rugby Delivery teams and ensure NZR is meeting its budget targets.
- Operational control of Professional Player and Management budgets.
- Provide support and cover to the Professional Rugby Relationships team.
- Assist in annual budgeting process as required by the Chief Rugby Officer and the GM Professional Rugby Relationships.
- Provide accurate and timely information to the NZR Payroll team in respect of professional players and management staff, including contract commencements and cessations, contract variations, assembly fees, incentive and bonus payments, allowances, deductions and any other agreed payments.
- Review monthly payment reports prepared by the NZR Payroll team ahead of payroll approval, checking that payments are accurate, complete, and aligned with approved contracts and budgets, before providing them to the General Manager Professional Rugby Relationships for Rugby Delivery sign-off.
- Support the resolution of payroll related queries or issues as required.

NZR International Partnerships

- Responsible, as first point of contact, for NZR's international partnerships with offshore Professional Clubs.
- Facilitate and build relationships that support NZR's strategic approach to international partnerships.
- Liaise with Commercial teams around initiatives with commercial objectives involving international partnerships.
- Provide regular updates to the Chief Rugby Officer and the GM Professional Rugby Relationships on professional rugby market trends.

Organisational Capability

- Display sound business judgment and decision-making capability.
- Contribute to the development of a culture of innovation, achievement and commitment to business outcomes.

General

- Support the Chief Rugby Officer and the GM Professional Rugby Relationships, to conduct any strategic review of NZR's contracting systems.
 - Undertake other duties or project work as determined by the Chief Rugby Officer and/or the GM Professional Rugby Relationships, to meet team and organisation objectives.
 - Draft correspondence where necessary, or as directed, on behalf of the team.
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What You Bring

Key experience and skills include:

- Minimum 7+ years' workplace experience.
 - Significant experience in negotiating and drafting employment contracts and other legal agreements.
 - Experience working in a professional sports environment.
 - Financial skills and previous budgeting and reporting experience
 - Capability to lead key workstreams and drive initiatives
 - Prior relationship management experience
 - Sound computer skills – Microsoft Office products, particularly Word and Excel programmes.
 - Relevant tertiary qualification (Law/Human Resources/Management or Business)
 - Employment/contracts law background would be advantageous.
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