

## NORTHLAND RUGBY FEMALE PATHWAYS & FPC TEAM MANAGER POSITION DESCRIPTION

<b>JOB TITLE:</b> Northland Rugby Female Pathways & FPC Team Manager	<b>DEPARTMENT:</b> High Performance
<b>REPORTS TO:</b> High Performance Manager	<b>DATE:</b> 18.12.2025

### PURPOSE OF THE POSTION:

Northland Rugby Union has bold but achievable ambitions to become New Zealand's leading Provincial Union across multiple performance measures. Central to this vision is developing a sustainable, winning environment built on strong local talent.

The purpose of this role is to lead and manage the Northland Women's Pathway and Farah Palmer Cup programmes, ensuring our players are supported to reach their full potential on and off the field. This position will oversee the planning, delivery, and daily operations of the Female Pathways and FPC environments, supporting coaching groups, athlete development, and programme alignment.

Northland Rugby expects its people to reflect the values of our province with integrity, professionalism, and pride. We strive to play a brand of rugby that inspires our community, while developing strong, capable women who proudly represent Te Tai Tokerau.

	<b>FEMALE PATHWAYS MANAGER</b>
<b>Key Results Areas</b>	<b>Expected Performance Outcomes</b>
<i>Lead the Female Player Identification Process</i>	<ul style="list-style-type: none"> <li>• Work with Secondary School coaches, Rep coaches and NRU personnel to identify high potential rugby players at each of the following levels: Year 11/Under 16, Year 12 &amp; 13/Under 18 and U19. Establish a database of identified players.</li> <li>• Establish a pool of talent scouts from around New Zealand that can provide regular feedback on young players outside the region that may aspire to come to Northland to play their rugby.</li> <li>• In conjunction with the FPC Head Coach and HP Manager determine and set regular TID meetings to discuss and update teenage depth charts.</li> <li>• Collaborate regularly with The Blues coaching panel to assist with player identification and recruitment.</li> </ul>



	<ul style="list-style-type: none"> <li>• Attend significant teenage fixtures as part of the identification process.</li> <li>• Maintain a database of potential players with their contact details, statistics and connection points.</li> <li>• In conjunction with the FPC Head Coach and HP Manager establish the qualities and attributes desired and the assessment criteria to enter the Women's player development programmes</li> </ul>
<i>Promotion of the Female Pathway</i>	<ul style="list-style-type: none"> <li>• Create awareness of player opportunities through the promotion of the NRU player pathway by leading meetings with players, clubs and stakeholders.</li> <li>• Ensure regular connection points with identified players.</li> <li>• Build relationships with coaches and clubs within the Northland Province. Clearly communicate the goals, values and standards of the NRU Pathways programme.</li> <li>• In consultation with the HP Manager deliver the Future Kauri programme which connects identified players to the province's pathway through integration with the FPC players, management and NRU facilities.</li> </ul>
<i>Leadership</i>	<ul style="list-style-type: none"> <li>• Provides visionary, strategic and organisational direction for the Northland Academy</li> <li>• Further develops and enhances procedures which enable the Women's High-Performance programme to run more effectively.</li> <li>• Provides leadership, motivation and direction to the Women's HP staff and contractors, to ensure they meet their objectives and the goals of the organisation</li> </ul>
<i>Programme &amp; Player Management</i>	<ul style="list-style-type: none"> <li>• Responsible for:</li> <li>• Fitness assessments and personalised fitness and conditioning programmes delivered by the Academy Strength and Conditioning Staff</li> <li>• Coordination of rehabilitation programmes to enable players to return to full training</li> <li>• Providing specific and non-specific rugby training</li> <li>• Liaises with senior club coaches and club management to ensure a positive relationship is maintained between the Academy and clubs</li> <li>• Oversees a reporting system from club coaches on players in the Academy to be passed on to mentors and other coaching staff</li> <li>• Provides a solid support structure for the Academy players, e.g., liaises with family, parents, coaches, mentors, medical staff.</li> </ul>



	<ul style="list-style-type: none"> <li>• Coordinates video clippings and footage to be used by mentors and other coaching staff</li> <li>• Coordinates a mentoring programme matching current players with past players and / or other appropriate personnel, and monitors the service to ensure a satisfactory level of mentoring occurs</li> <li>• Ensures the development of a Personal Development Curriculum in partnership with the Provincial PDM for each Academy year group, which meets the approval of NZR and NZRPA</li> <li>• Ensures access to laws of the game is provided and introduce referees to discuss laws</li> <li>• Conducts one to one interview with programme members and makes self-available to discuss welfare issues with players</li> <li>• Ensure all player data is recorded regularly on the NZ Rugby player monitoring system (currently Smartabase). This includes all players and staff regularly using the system</li> <li>• Leads the design and planning of the academy seasonal structure which includes training blocks, rest, inductions, testing windows and playing programmes.</li> </ul>
<i>Provide Holistic Development &amp; Ensure Player Welfare</i>	<ul style="list-style-type: none"> <li>• Works in partnership with Provincial PDM to provide personal development opportunities with a life skills focus</li> <li>• Oversees the teaching of effective personal budgeting skills</li> <li>• Implements time management plans that are regularly reviewed</li> <li>• Provides career and educational advice and works with the PDM</li> <li>• Ensures all players recruited from outside the area are assisted to move and settle into Whangarei</li> <li>• Ensures players' partners are happy to be associated with the NRU</li> <li>• Works closely with the Player Development Manager to deliver a comprehensive player welfare programme for Academy members that is consistent with the programme provided to the professional player</li> </ul>
<i>Strong &amp; Connected Relationship with The Blues Franchise</i>	<ul style="list-style-type: none"> <li>• Work closely with The Blues to develop individual players for the betterment of the Blues Rugby Club</li> <li>• Consult and discuss with The Blues coaches on individual player's development and performance assessments.</li> <li>• Advocate on behalf of players, promoting their ability and performance as and where appropriate.</li> <li>• Develop relationships/networks with the Blues and other coaches to contribute to the Club and the Blues High Performance Programme and the creation of a pool of</li> </ul>



	<p>knowledge and practice for the benefit of Northland Rugby and The Blues</p> <ul style="list-style-type: none"> <li>• Build relationships with coaches and Provincial Unions within the Blues region, clearly communicating the goals, values and standards of the Blues and sharing best practise coaching and team management experiences as appropriate.</li> </ul>
<i>Strong &amp; Connected Relationship with NZ Rugby</i>	<ul style="list-style-type: none"> <li>• Ensure reporting is completed on time in full before deadlines.</li> <li>• Work closely with NZ Rugby to develop individual players for the betterment of New Zealand Rugby, including the All Blacks.</li> <li>• Provide advice to coaches and/or selectors of the All Blacks, other New Zealand national teams, Provincial Unions and/or NZ Rugby on the ability, performance and fitness of players selected in your Team as requested.</li> <li>• Consult and discuss with the All Blacks selectors on individual player's development and performance assessments, including playing position(s).</li> <li>• Advocate on behalf of players, promoting their ability and performance as and where appropriate.</li> </ul>
<i>Staff Management &amp; Development</i>	<ul style="list-style-type: none"> <li>• Models expected behaviour, holds self and others accountable and shapes a high-performance culture within the team</li> <li>• Key result areas are negotiated with relevant team members and staff performance is managed through coaching and mentoring</li> <li>• Undertakes and supports a structured performance review and development process with direct reports and identifies training and development opportunities</li> <li>• Ensures effective communication channels are fostered amongst the team</li> <li>• Leads the selection process of players into the Academy</li> </ul>

	<b>FARAH PALMER CUP TEAM MANAGEMENT</b>
<b>Key Results Areas</b>	<b>Expected Performance Outcomes</b>
<i>Organisational Management</i>	<ul style="list-style-type: none"> <li>• Develop and maintain systems for effective operational management, including logistics, player welfare, and compliance with policies.</li> <li>• Work with the Head of High Performance to plan and manage the team's financial budget.</li> <li>• Complete comprehensive reports post-campaign, providing analysis and recommendations.</li> </ul>
<i>Team Logistics</i>	<ul style="list-style-type: none"> <li>• Coordinate all team travel, accommodation, outfitting, and equipment needs.</li> <li>• Build and maintain strong relationships with service providers and external partners.</li> </ul>



	<ul style="list-style-type: none"> <li>Organize media engagements in collaboration with the media manager.</li> </ul>
<i>Vision &amp; Values</i>	<ul style="list-style-type: none"> <li>Establish and uphold a team vision, values, and protocols reflecting Northland Rugby's goals.</li> <li>Foster a shared understanding among players and staff of team standards and expectations.</li> <li>Model these values and ensure alignment throughout the organization.</li> </ul>
<i>Team Selection</i>	<ul style="list-style-type: none"> <li>Assist the Head Coach in monitoring players for squad selection and providing performance feedback.</li> <li>Handle selection discussions with confidentiality and professionalism.</li> <li>Manage replacement player processes according to established protocols.</li> </ul>
<i>Player and Team Management</i>	<ul style="list-style-type: none"> <li>Lead specific areas of team management and advise on key issues affecting operations.</li> <li>Ensure high standards of discipline on and off the field, with welfare and health &amp; safety as priorities.</li> <li>Facilitate the transition process for players, focusing on both performance and personal development.</li> </ul>
<i>Leadership</i>	<ul style="list-style-type: none"> <li>Demonstrate leadership and mana by maintaining an exemplary public and professional profile.</li> <li>Drive behavioural and performance standards across the team and management.</li> <li>Foster positive relationships with internal and external stakeholders, including sponsors and community groups.</li> </ul>
<i>Collaboration and Media</i>	<ul style="list-style-type: none"> <li>Build open and supportive relationships with Northland Rugby staff, NZ Rugby personnel, and other stakeholders.</li> <li>Collaborate with provincial unions, Super Clubs, and national teams to align strategies.</li> <li>Foster professional, accessible media interactions and represent the team positively.</li> </ul>
<i>Commercial and Administrative Duties</i>	<ul style="list-style-type: none"> <li>Participate in promotional activities and ensure the team meets sponsor obligations.</li> <li>Submit detailed annual reports covering logistics, financial performance, and recommendations for improvement.</li> <li>Provide updates to the Head of High Performance and CEO as required.</li> </ul>



## **REPORTING RELATIONSHIPS:**

This job reports to:

- Northland Rugby High Performance Manager with regard to operational matters relating to the FPC Team, employment duties, employment relationship matters and promotional activity.

## **RELATIONSHIPS/INTERACTIONS:**

<b>External</b>	<b>Internal</b>
NZR personal including NZR selectors Super Rugby Staff High potential young athletes Parents Secondary Schools Club Coaches Northland Sponsors Tertiary Institutions TID Network	CEO Chairperson and Board High Performance Manager Northland FPC Coaches and Contractors Northland NPC Coaches and Contractors Finance Manager Marketing and Commercial Manager Male Pathways Manager Community and Operations Manager Rugby Development Officers

## **PERSONAL PROFILE:**

### **QUALIFICATIONS AND EXPERIENCE:**

Qualifications and Experience	<p><b>Qualifications</b></p> <ul style="list-style-type: none"><li>• Tertiary qualification in sport management, sport science, coaching, or a related field (or equivalent experience).</li><li>• Full driver's licence.</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Demonstrated experience in team or programme management within high performance or performance sport environments.</li><li>• Proven experience working in women's rugby or female athlete development (community, academy, or high-performance level).</li><li>• Experience in planning, coordinating, and delivering operational requirements such as scheduling, logistics, travel, and equipment.</li><li>• Experience working collaboratively within multi-disciplinary teams (e.g., coaching, medical, S&amp;C, analysis).</li><li>• Demonstrated capability in administration, organisation, and communication.</li></ul>
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	<ul style="list-style-type: none"><li>• Experience building positive relationships with athletes, coaches, and stakeholders.</li><li>• A commitment to equal opportunity and Northland Rugby Unions acknowledgement that He Whakaputanga o te Rangatira o Nu Tireni (He Whakaputanga 1835), Te Tiriti o Waitangi and the Treaty of Waitangi are the founding documents of Aotearoa New Zealand.</li></ul> <p><b>Preferred / Desirable (but not essential)</b></p> <ul style="list-style-type: none"><li>• Experience managing or supporting a team in a national or provincial competition environment (e.g., FPC, NPC, Super Rugby Aupiki, academies).</li><li>• Knowledge of NZ Rugby high performance structures, talent pathways, and women's rugby landscape.</li><li>• Experience in athlete welfare, pastoral care, or personal development support.</li></ul>
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Reviewed and Approved by:

\_\_\_\_\_(Signature) this date of \_\_\_\_/\_\_\_\_/\_\_\_\_

BRAD TE HAARA  
HIGH-PERFORMANCE MANAGER

\_\_\_\_\_ this date of \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
EMPLOYEE NAME