

# Job Description



<b>TITLE OF POSITION:</b>	<b>Match Officials Manager</b>
<b>POSITION TYPE:</b>	<b>Permanent, Full Time Employee</b>
<b>TEAM:</b>	<b>HPC</b>
<b>REPORTS TO:</b>	<b>Head of Cricket</b>
<b>LOCATION:</b>	<b>Lincoln</b>
<b>DATE ESTABLISHED:</b>	<b>April 2014, revised March 2016</b>

<b>AIM OF NEW ZEALAND CRICKET</b>
<p>Cricket will be a game for all New Zealanders; a game without barriers – a game that can be played anywhere, by anyone. Whatever the individual circumstances, Kiwis will be given every reason to celebrate and engage with cricket as their game, for life.</p> <p>A High Performance culture, underpinned by quality people, systems and facilities will produce winning BLACKCAPS and WHITE FERNS that inspire the nation and represent the best of New Zealand's values and culture. Cricket will be one family, built on a sustainable financial model, and with a quality and consistency of governance that nurtures the game at Community level and provides pathways towards success on the international stage.</p> <p>NZC will take a global approach and perspective to all our activities for the betterment of the game in New Zealand. With around sixty employees plus a number of seasonal contractors, we're based across the Lincoln High Performance Centre in Christchurch and the Auckland Support Services Office. We're a passionate and enthusiastic team committed to living and breathing our core Values:</p> <ul style="list-style-type: none"> <li>• Cricket First</li> <li>• One Team</li> <li>• Be The Best I Can Be</li> <li>• Walk The Talk</li> <li>• Raise The Bar</li> <li>• Appreciate And Celebrate</li> </ul>

<b>PURPOSE OF THE POSITION</b>
<p>The Match Officials Manager is responsible for providing general leadership and management of cricket umpiring and match officiating within New Zealand, both at community and professional levels.</p> <p>The Match Officials Manager will work with international, national and provincial based organisations and stakeholders to develop and manage programmes, policies and people for the improvement of umpiring at all levels of the game.</p> <p>The Match Officials Manager will manage all the associated administration needs for umpiring and match officials and will act as a point of contact for all stakeholders on umpire and match official related matters.</p>

<b>TASK DESCRIPTION (Prime Responsibilities)</b>	
<b>Key Task:</b>	<b>Expected Outcome:</b>
<i>Umpiring Strategy</i>	<ul style="list-style-type: none"> <li>• Implement approved programme (outlined in the paper "That's Out") ensuring engagement and action at Major Association (MA) and District Association (DA) level</li> <li>• Introduce and manage a Match Officials Club for umpires and scorers</li> </ul>
<i>Umpire Development</i>	<p>Define a career path for umpires and in conjunction with the Umpire Coach identify target groups and tailor programmes at 4 levels:</p> <ul style="list-style-type: none"> <li>• Level 1 (umpiring a children's team) <ul style="list-style-type: none"> <li>○ Online education</li> <li>○ Promote its use through cricket networks, schools and media</li> </ul> </li> <li>• Level 2 (umpiring a club team below senior/premier) <ul style="list-style-type: none"> <li>○ Online education</li> <li>○ Apparel</li> <li>○ System of recognition</li> </ul> </li> </ul>

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
	<ul style="list-style-type: none"> <li>Level 3 (umpiring a senior inter-club or senior representative team)                             <ul style="list-style-type: none"> <li>Online and formal education</li> <li>Development of fitness programmes</li> <li>Examination/accreditation</li> <li>Develop programme of “respect the umpire” to eliminate poor behaviour towards umpires</li> <li>Database</li> <li>Talent identification</li> </ul> </li> <li>Level 4 (Professional and aspiring professional umpires)                             <ul style="list-style-type: none"> <li>Invitation only</li> <li>Examination/accreditation</li> <li>All level four graduates on individual performance plans</li> <li>Clothing</li> <li>Accessories</li> <li>Manage, with the assistance of New Zealand Cricket Umpire &amp; Scorers Association (NZCUSA), an effective network of regional training officers</li> </ul> </li> </ul>
<p><i>Elite Umpiring, match referees</i></p> <p><i>Playing conditions, code of conduct</i></p>	<ul style="list-style-type: none"> <li>Effectively lead, plan, manage and oversee the monitoring of the duties of                             <ul style="list-style-type: none"> <li>Match referees</li> <li>NZC Umpire Coach</li> <li>NZC panel umpires</li> </ul> </li> <li>Liaise with ICC on match officials’ matters</li> <li>Plan and organise the match officials’ seasonal roster, including all logistical requirements</li> <li>Ensure all umpire performance reviews are carried out in the prescribed manner, periodically and at season end</li> <li>Chair and manage umpire panel selection process</li> <li>Chair and manage umpires’ performance reviews, ensuring all umpires implement and follow Individual Performance Plans supervised by the Umpire Coach</li> <li>Manage annual umpire and referee contracting processes</li> <li>Effectively liaise with GM Domestic Cricket, GM Operations, GM Grounds and Facilities &amp; Head of Cricket on all relevant code of conduct matters</li> <li>Manage NZC’s code of conduct processes including                             <ul style="list-style-type: none"> <li>preparation and distribution of the annual NZC playing conditions booklet</li> <li>a robust modern hearing process including video conferencing when necessary</li> <li>dissemination of information</li> <li>administration of any penalties</li> <li>manage any appeal process</li> </ul> </li> <li>Manage NZC’s doubtful bowling processes</li> <li>Ensure availability and administration of Decision Review System (DRS) and Duckworth Lewis procedures at domestic (where appropriate) and international matches</li> <li>Ensure adequate liaison with visiting ICC international umpires and referees</li> <li>Manage match officials budget including remuneration</li> <li>Preparation of annual budgets and compliance</li> </ul>

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
Administration	<ul style="list-style-type: none"> <li>Represent NZC at ICC umpires conferences</li> <li>Introduce a Match Officials Club<sup>®</sup> and communicate effectively with its members</li> <li>Collate umpires and match referees reports</li> <li>Effectively manage the umpire coach</li> </ul>

WORKING EXPERIENCE:
<ul style="list-style-type: none"> <li>Demonstrated involvement in a business change management role in a commercial environment</li> <li>Experience gained from being involved in a cricket or sports background – as a participant, volunteer, or administrator - will be regarded favourably</li> <li>Strong management skills with at least 2-3 years' management experience</li> </ul>

SKILLS, KNOWLEDGE AND EXPERIENCE:	
Technical Skills (Specific Job Skills)	<ul style="list-style-type: none"> <li>Comprehensive knowledge of the Laws and ethics of cricket, the ICC and New Zealand Cricket Playing Conditions</li> <li>Understanding of the challenges, demands and expectations of match officiating today</li> </ul>
Professional Knowledge	<ul style="list-style-type: none"> <li>A working knowledge of product and services provided by NZC</li> <li>Ability to be honest about performance</li> <li>Able to deal effectively with difficult situations</li> <li>Knowledge of any associated legislation, regulations, policies and practices required for the position</li> </ul>
Office Skills	<ul style="list-style-type: none"> <li>High level of competence in the use of current Microsoft Office Suite products particularly Outlook, Word and Excel</li> <li>Knowledge of office procedures and equipment</li> <li>Maintains a high degree of accuracy in recording, checking documents and providing information</li> </ul>
Commercial Skills and Knowledge	<ul style="list-style-type: none"> <li>Knowledgeable about how businesses and organisations work</li> <li>Knows how to get things done both through formal channels and the informal network</li> <li>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation</li> <li>Knows the competition</li> <li>Ability to manage the resources of the department (financial or people) to achieve identified results and goals</li> </ul>
General Managerial Abilities	<ul style="list-style-type: none"> <li>Ability to influence others, with excellent team building, collaboration and partnering skills</li> <li>Ability to manage and measure work including clearly assigning responsibility for tasks and decisions; setting clear objectives and measures; and monitoring process, progress and results</li> <li>Ability to contribute to departmental budgeting, forecasting and financial management, to make links between strategic and business plans, and a good understanding of commercial acumen</li> <li>Provide a focus on innovation management to create a learning and participative environment</li> </ul>

QUALIFICATIONS
<b>ESSENTIAL:</b> <ul style="list-style-type: none"> <li>Driver's Licence</li> <li>Must be legally entitled to work in New Zealand</li> </ul>

PERSONAL ATTRIBUTES:
<ul style="list-style-type: none"> <li>Must be able to travel domestically and balance work/life priorities</li> <li>Willingness to undertake training to increase knowledge and skills</li> <li>Able to network to leverage the reputation of NZC and match officiating within NZ</li> </ul>

# Job Description



Delegations of Authority	
Operational Expenditure	As per Delegated Authority Levels within NZC Board Manual and Delegated Cost Centre Managers list held by Finance
Authorisation to Hire	No
Authorised to sign Contracts	No

Responsible For:	
No. of Staff	1 (Umpire Coach ), match referees (3)
Internal relationships	All NZC Staff
External relationships	Umpires NZCUSA Board ICC Umpires & Referees Dept, and Umpire managers of ICC Full Member Boards MA staff NZCPA NZC Code of Conduct commissioners External equipment suppliers

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Signature of Job Holder

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Date signed