

## Position Description

Position Title	CEO Tonga Rugby Union
Package Range	By Negotiation
Term of Employment	Full Time Employee: 3-year initial term
Reporting to	Chairman of Board & Independent Chair of Joint Management Committee
Location	Tonga Rugby Union (TRU), Nuku'alofa
Date	June 2020

### Principal Responsibilities

The CEO is responsible for the leadership, planning, direction, and operational management of the Tonga Rugby Union. The role is a combined position that incorporates the functions of a CEO and High-Performance Manager. The current scale and size of the organisation is seeking a competent person to lead and manage all operational aspects of the high performance, development, and competition programmes as well as overseeing the organisation's finance and reporting requirements. The position will be empowered by, and report direct to, the TRU Board under an agreed set of delegations of authority as well as the Joint Management Committee with representatives from the TRU, Tonga Government and World Rugby.

The position encompasses all operational facets of Tonga's high performance (in partnership and under the technical direction of the National Senior Team Head Coach) as well as development, academy, coaching, match officials programs. This includes the Ikali Tahi national senior squad, A-Team and national age grade programs and campaigns. Hosting of domestic and international tournaments is an important functional responsibility of this role.

The CEO will create a highly positive and productive working environment and provide leadership across all programs and implement effective use of available resources fully utilising staff skills, knowledge, and expertise in an effective and efficient manner across the organisation. The CEO will plan, manage, and implement "best practice" and promote a highly professional and positive image for the sport, both inside and outside of the Tonga Rugby community. They will operate with high integrity and honesty in all facets of the TRU, and importantly, empower staff to undertake their roles with the appropriate level of oversight. Stakeholder management and ability to develop and maintain effective relationships is essential for the role.

### Principle Accountabilities

The position will be responsible for delivering the following outcomes:

- Lead and coordinate the development and implementation the TRU Strategic Plan as well as the Annual High Performance and Development plans.
  - Implement robust financial management control in the delivery of programs consistent with annual budgets.
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- Develop effective relationships with key stakeholders including all levels of government, rugby clubs, Oceania National Olympic Committees, World Rugby, the Pacific Islands Players' Association, Member Unions and participants at all levels.
- Develop and implement requisite policies, procedures, processes, standards and monitoring as they apply to Rugby programs and operations.
- Provide leadership and support in planning and coordinating the roles, functions, and review of staff.
- Ensure compliance with all funding agreements with TRU partners.
- Provide high quality written reports and secretarial services to the Board and Joint Management Committee
- Develop, implement and distribute an annual national rugby calendar for all Tonga Rugby which incorporates all matches played by domestic and international teams.
- Develop and manage mass participation programs, supporting stakeholders through training & education, stakeholder pathways, domestic competitions and women's rugby.
- Provide high level oversight and support for the Ikale Tahi Head Coach and other key senior HP staff to give the teams the very best chance of international success
- Consistently demonstrate and role model transparent, respectful and collaborative behaviours

### **Personal Attributes and Selection Criteria**

The CEO will be a leader who has excellent senior leadership and international rugby knowledge and experience. This person will understand High Performance and development sports programs. They must have a good understanding of culture and be able to establish strong working relationships and work closely with local rugby administrators and stakeholders such as Tonga Government, World Rugby, Olympic Committee, etc.

The successful candidate will be able to demonstrate a background that incorporates strong people leadership, program leadership and delivery, strategic planning, performance management, administration, stakeholder management and articulate report writing. The person must also have strong financial and budget management skills and be highly computer literate.

TRU operates international HP programs for both men and women. The CEO must bring with them an understanding, acceptance and support for future international success for the national teams in both 15's and seven's teams of both genders.

### **Selection Criteria**

#### **1. Required Skills and Attributes**

- Experienced, collaborative and respected leader with a strong team ethos.
  - Proven international rugby knowledge and networks
  - Strong strategic and operational planning skills with a clear vision for TRU's future on the international rugby stage for all forms of rugby as it is applied to both men and women
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- Demonstrated evidence of being able to lead and manage stakeholders and influence others including an ability to drive change.
- Demonstrated knowledge and understanding of:
  - Factors that impact upon international competitiveness; and,
  - Contemporary international trends in High Performance athletes and program management.
- Proven Financial management skills and competencies
- A high level of IT competency
- A high level of cultural awareness.
- Excellent written and oral and interpersonal communication skills.

## **2. Education and Experience**

- Experience in working in a HP or professional rugby programs is highly desirable.
- At least 5 years' experience in a senior sports management role would be desirable.
- A degree in Sports Science, Human Movement, Sports Administration or another relevant field would be desirable.

## **3. Guidelines for Applicants**

This position is based in Tonga and the successful applicant must be domiciled in Tonga.

The successful applicant must be able to display an ability to work extended hours including weekends and evenings. A driver's licence and conformity to conditions related to working in Tonga is essential.

The applicant must address and give examples of their experience in all the Principal Accountabilities AND Selection Criteria of this job description.

Applicants will be requested to submit the names of three people who are prepared to support their application by reporting on the principle accountabilities and required skills and attributes.