

Chief Executive Officer

Position Description and Specifications

Position title: Chief Executive Officer	
Reports to: Board (through the Chair)	Location: Nelson
Direct Reports: GM Insights, Business Improvement & Strategy; GM Māori Partnerships & Iwi Relationships; Regional Sports Director; Lead – Healthy Active Learning; GM Finance & Operations; Manager – Motueka Recreation Centre	

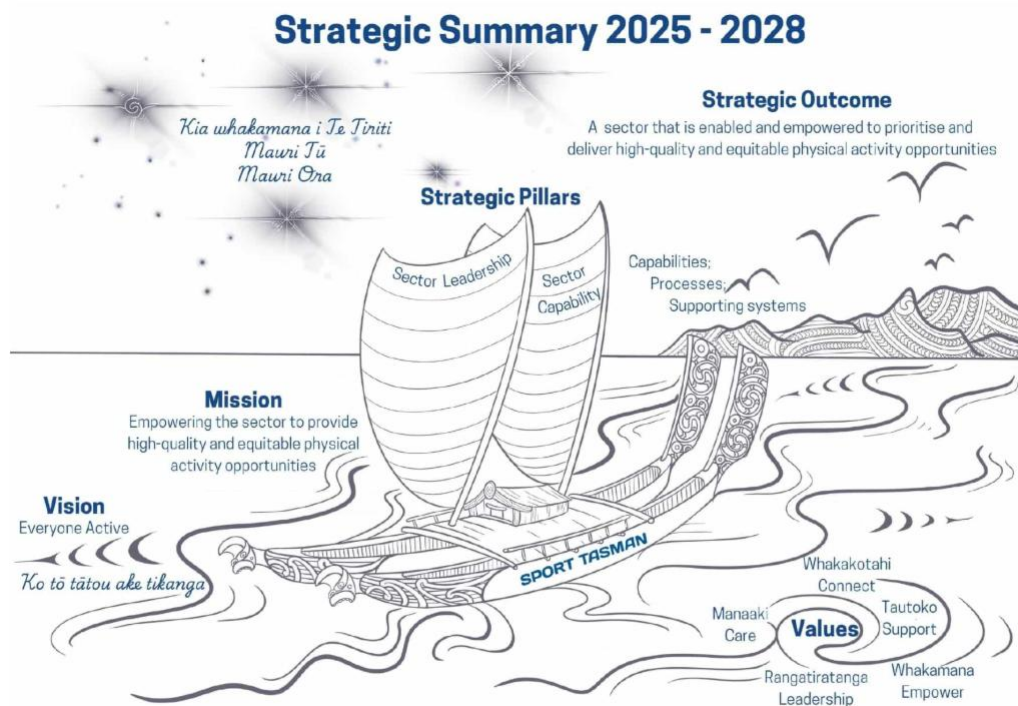
Role Overview

The Chief Executive Officer (CE) leads Sport Tasman to deliver its strategic outcomes within the Board's policy framework. Sport Tasman's vision is to improve community well-being through physical activity, with a purpose of enabling more people to be more active, more often.

Success in this role depends on a leader who can prioritise operational excellence and strategic execution, translating the strategy into disciplined delivery and demonstrable value for funders and the community.

Commercial acumen is a key priority for this appointment. Sport Tasman needs a CE who can leverage the financial opportunities to diversify revenue, building a sustainable and resilient organisation, and clearly evidencing the return on investment expected by funders.

Leadership in this role is specifically about enabling and developing the wider Sport Tasman team, building a high-performing, accountable and values-led culture that supports confident delivery across programmes, partnerships and operations.



Key Responsibilities

Strategic Leadership & Financials

- Leads delivery and execution of the strategic plan, including periodic strategy refresh processes with the Board, staff and stakeholders
- Develops realistic budgets and manages expenditure within them
- Diversifies and grows revenue streams beyond core funding to build financial sustainability
- Maintains cashflow and revenues required to deliver against strategic priorities
- Identifies, assesses and manages organisational risks
- Represents Sport Tasman in regional and national forums
- Maintains clear linkages between strategic and operating plans, meeting organisational timeframes

People Leadership

- Leads by example to embed Sport Tasman's vision and values across the organisation
- Builds a high-performing, accountable culture through active performance management and talent development
- Sets clear expectations and ensures teams are resourced to deliver
- Supports staff wellbeing with appropriate access to support services
- Coaches and develops team members to perform and grow
- Maintains an appropriately resourced and structured leadership team
- Develops understanding of, and commitment to, Te Tiriti o Waitangi and te ao Māori across the organisation

Governance

- Maintains constructive and transparent relationships with trustees, keeping the Board well informed of progress, challenges, opportunities and risks on a no-surprises basis
- Works with the Board to maintain alignment between Sport Tasman's vision, strategic priorities, operating plan and performance measures
- Ensures compliance with applicable legislation, bylaws and regulations
- Reports Health, Safety and Wellbeing at each Board meeting, and business plan progress and metrics monthly
- Supports Board sub-committees, including the Finance, Audit and Risk Committee, with delivery requirements and resources
- Ensures policy, framework and guideline documentation is reviewed annually

Partners

- Maintains and builds close relationships with key partners, with a particular focus on strengthening council relationships
- Develops new partnerships, including opportunities arising from the region's changing demographics
- Communicates Sport Tasman's impact and value proposition to the community, stakeholders and funders
- Maintains or improves stakeholder engagement as measured by the Sport NZ stakeholder survey
- Secures and grows annual funding from key funding stakeholders, meeting contractual requirements
- Attends and presents at all five council annual/long-term plan meetings

Initiatives & Programmes

- Delivers against programmes and initiatives in the business strategy and operating plan
- Evaluates and demonstrates the effectiveness of Sport Tasman initiatives against programme goals
- Uses insights to trial community-led initiatives in line with Board strategy
- Embeds Te Tiriti o Waitangi principles within community initiatives
- Evidences collaboration with community partners and community-led approaches

Health & Safety

- Demonstrates leadership in health, safety and environmental practices
- Ensures safe work practices are followed by staff and contractors at all times
- Ensures operations comply with the Health and Safety at Work Act 2015 and other relevant legislation
- Ensures accidents and incidents are reported on and investigated in a timely manner
- Ensures significant hazards are identified and either isolated, minimised or eliminated
- Develops, communicates and reports monthly on the Health, Safety and Wellbeing plan
- Develops and maintains a risk management plan, including regular audits and reviews

Skills & Experience

Knowledge and Experience

- Senior leadership experience, ideally at CE or executive team level, in a sport and recreation, not-for-profit, community or comparable commercial context
- Proven ability to translate strategy into disciplined delivery, clear operating plans and measurable outcomes
- Strong commercial and financial acumen, including budgeting, revenue diversification, business development and long-term financial sustainability
- Experience leading people and culture, including team development, performance management and building an accountable, values-led culture
- Understanding of effective governance and management processes, including working constructively with a Board
- Commitment to Te Tiriti o Waitangi and ability to understand and respond to cultural needs and aspirations
- Relevant tertiary qualification, or equivalent knowledge, skills and experience

Skills and Qualities

- Clear, persuasive communication, advocacy and presentation skills
- Strong stakeholder engagement and relationship management, including with funders, councils, partners and community groups
- Sound negotiation, contract management and partnership development skills
- Sound judgement, complex problem-solving and decision-making capability
- Ability to lead individuals and teams through complexity, challenge and change
- Resilient, self-aware and able to maintain perspective under pressure
- Inspires confidence and trust through consistent, values-led leadership
- Strategically agile and open to learning

Physical & Psychological Requirements

- Maintains the personal resilience to manage situations involving heightened emotion and interpersonal conflict
- Travel requires a current NZ driver licence. Stakeholder visits are mostly day trips, with roughly one overnight stay every 3–4 weeks, occasional trips to Blenheim, and bi-monthly hui with other Regional Sports Trust CEs
- Maintains an appropriate level of health and fitness to work sitting, standing or walking whilst maintaining involvement with work tasks