

## Position Description

<b>Position</b>	<b>Talent Development Officer</b>
<b>Reporting to</b>	Football Development Manager
<b>Location</b>	Auckland
<b>Staff Responsibility</b>	Nil
<b>Date Issued</b>	Monday 10 July 2017

### **Auckland Football Federation (AFF):**

Auckland Football Federation is one of seven member federations within New Zealand that is responsible for the delivery at grassroots level of coach education, referee and player pathways to ensure the continued growth (in size and quality) of the game in New Zealand.

### **Position Purpose:**

The **Talent Development Officer** is responsible for the delivery of the talent development initiatives outlined in the New Zealand Football (NZF), Whole of Football Plan (WOFP) that ensure the continued development of AFF players, coaches and administrators.

### **Key Outcomes:**

The Talent Development Officer will:

- Coordinate, promote and deliver the AFF talent development programmes which include Federation Talent Centres (FTC), and National Talent Centre (NTC).
- Manage, develop and support FTC coaches to ensure that the role holders fulfil their role responsibilities in relation to coaching delivery associated with AFF talent development programmes.

- Monitor and collate player assessment reports and ensure that this information is updated within the AFF talent development database.
- Promote and support FTC players to Talent Acceleration Programmes and NTC.
- Promote and support clubs to deliver the AFF talent development (club based) programmes which include First Kicks, Fun Football, Mini Football and Federation Skill Centres (FSC).
- Implement the FSC concept with AFF clubs which includes holding information workshops and supporting clubs through the SKC application licensing process.
- Conduct FSC application licensing assessments to determine whether a club meets the FSC licensing criteria.
- Provide licensed FSC clubs with ongoing support and training to ensure programme delivery meets AFF criteria.
- Contribute to the ongoing development of the AFF talent development program.
- Work with allocated AFF Clubs to focus on development structures, systems and processes to support an improvement in quality of playing and coaching standards.
- Work with the AFF Development Team to promote and support the Quality Club Mark (QCM) programme within AFF Clubs.
- Provide budgets and other reports to the Football Development Manager as required.
- Contribute to a safe and healthy workplace through consistent support for health, safety and wellness activities, including the application and promotion of associated AFF initiatives, policies, procedures and risk management.
- Contribute proactively as a member of the AFF team through putting forward recommendations to enhance service; and attending and actively contributing to appropriate AFF meetings and planning sessions.
- In accordance with AFF organisational policies and procedures, perform other duties as may be required from time to time.

### Dimensions of Role:

<b>Delegations</b>	Nil delegated authority.
<b>Decision Making Parameters</b>	Within prescribed AFF processes and associated policy/standards/documentation.
<b>Challenges / problem solving required in the role</b>	Working with AFF colleagues and with the immediate support and oversight of the <b>Football Development Manager</b> to manage multiple and sometimes competing priorities to required standards / timelines; to achieve required levels of consistency/seamless service delivery.

### Key Relationships:

<b>Internal</b>	<b>Nature and Frequency</b>
<b>Football Development Manager</b>	Daily contact and support. Reporting Relationship.
<b>Other Football Development Team Members</b>	Daily contact and support that assists with Football Development team service delivery
<b>Wider AFF Team</b>	Day to day / regular contact as required supporting the delivery of wider AFF initiatives and activities.
<b>Other Football Federations</b>	Contact and support as required that assists with service delivery.
<b>New Zealand Football</b>	Contact and support as required that assists with service delivery.
<b>External</b>	<b>Nature and Frequency</b>
<b>Clubs / Players / RST / Schools / other External Stakeholders</b>	Relationship approaches built and maintained as required, to enhance organisational activities.

## **Person Specification**

### **1. Qualifications Required / Desirable**

- A recognised football coaching qualification.
- Tertiary qualification in sports science / education or related field.

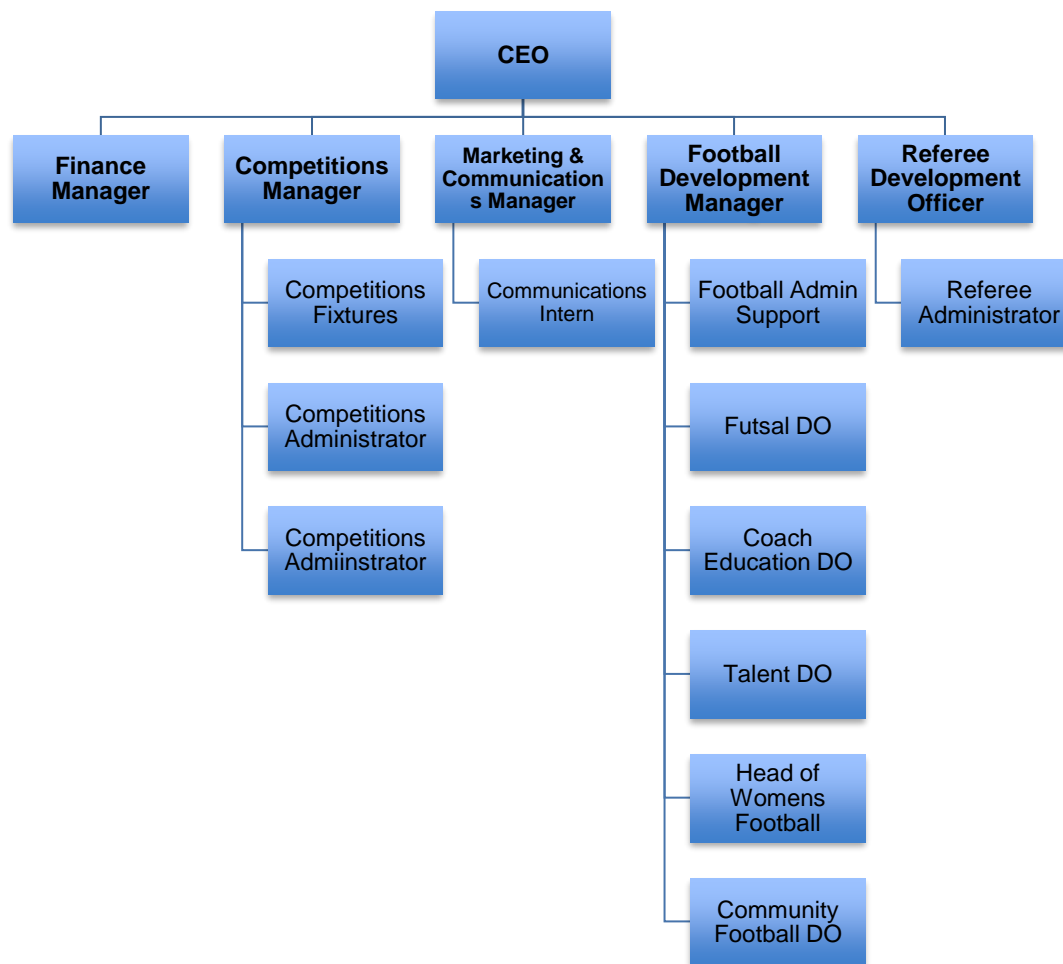
### **2. Skills, Knowledge and Experience Required**

- An understanding of talent development and sports science principles specific to football.
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- An understanding of the wider social and political context in which AFF operates.
- An awareness of the place of football in New Zealand Sport.
- Excellent communication skills: written, oral presentation and listening.
- Strong relationship-building and maintenance skills.
- Experience in the coordination of activities and resources.
- Excellent time management, prioritisation and organisational skills with significant experience in managing multiple conflicting priorities in a busy environment.
- Ability to work as part of a team as well as unsupervised; high level of accuracy and attention to detail.
- High level of customer focus and a professional attitude as well as the commitment/ability to maintain the absolute confidentiality of information.
- Advanced level computer skills: Microsoft Access, Word, Excel and PowerPoint.

### **3. Personal Attributes required (if different / in addition to the above)**

- Team player with credibility and a strong and demonstrated commitment to collaboration to achieve required outcomes and standards of service.
- Promotes and engages positively in all settings, including team meetings, planning sessions, discussions and debriefs.
- Highly professional; “can-do” attitude, proactive and committed to continuous improvement.
- Pragmatic; focused; creative; innovative.
- Flexible; resilient and fun; able to plan, set and manage priorities and maintain performance under pressure.

## Organisational Positioning:



**Please note:** the statements contained within this position description outline the general nature and type of work to be performed in the role; they are not intended to be an exhaustive description of all the responsibilities, duties, accountabilities and skills required. From time to time, as required, incumbents may be required to perform duties outside the scope of their normal activities.

