



## **CHIEF EXECUTIVE BRUCE PULMAN PARK**

<b>POSITION:</b>	CHIEF EXECUTIVE
<b>REPORTS TO:</b>	BRUCE PULMAN PARK TRUST BOARD (BPPT Board)
<b>DIRECT REPORTS:</b>	4
<b>STAFF:</b>	14 Permanent (Up to 40 part-time and casual staff engaged)

### **BACKGROUND**

Bruce Pulman Park is a world-class Sports and Recreation Park in Papakura, south Auckland, with facilities geared toward community excellence at all levels. The Park is the home of state-of-the-art facilities, including a purpose-built gymnastics and trampoline facility, a multi-purpose indoor Arena, outdoor netball courts, sand-based and grass fields, cricket ovals, and a multi-use Teamsports building. In addition, Pulman Lodge offers upscale sports teams and group accommodation.

### **OUR PHILOSOPHY**

The Trust’s philosophy is that everyone in the community irrespective of age, gender, physical ability, or nationality can use the facilities and services provided for recreation, leisure, or sporting pursuits.

### **OUR FIVE PILLARS**

<b>Participation</b>	Community pathways and focus on participation for all
<b>Women &amp; Girls</b>	Develop opportunities in the Park with key stakeholders
<b>Belonging</b>	Inclusion and Diversity
<b>Youth &amp; Children</b>	Multi-cultural sports participation
<b>Education</b>	Student internships – Coach support – research

### **OUR TEAM VALUES**

**RESPECT | ACCOUNTABILITY | POSITIVITY | INTEGRITY | TRUST**

## PRIMARY FOCUS OF THE POSITION

Reporting to the Board of Trustees, the Chief Executive is responsible and accountable for leading and managing excellence in all aspects of the operation of Bruce Pulman Park and is aligned with the objectives set out in the Trust Deed Strategic Plan. Championing the Organisation's strategic direction, driving revenue opportunities, and carefully managing costs, all the while providing the Chair and Board of Trustees with all necessary information and advice to carry out their responsibilities. A key part of the role is to lead and set the culture within the organisation and to develop and grow our people.

## KEY ACCOUNTABILITIES

The Chief Executive is also accountable for specific responsibilities, in particular:

Area of Responsibility	Key Performance Indicators
<p><b>Board Reporting and Relationship</b></p> <ul style="list-style-type: none"> <li>• Report to and engage in Board meetings</li> <li>• Ensure the timely and professional preparation of agendas, reports, and minutes to assist the Board to undertake its key role as governors and Trustees</li> <li>• Ensure timely advice and policy recommendations relating to management, performance, and the finances of BPP</li> <li>• Ensure BPP meets all objectives as set out in both the Charitable Trust Deed and Auckland Council Lease</li> <li>• Implement Board policies and recommendations as and when required</li> </ul>	<p>Communication/informed            Accurate timely reporting            Compliance and risk management achieved            Directives from the Board are followed and proven to be implemented</p>
<p><b>Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Drive the strategy and vision for BPP</li> <li>• Leverage and maximise growth opportunities through the implementation of the agreed Strategic Roadmap and Business Plan</li> <li>• Drive the overall leadership and management of BPP to ensure the smooth and efficient running of the park</li> <li>• Lead staff and Trustees through regular planning and review sessions</li> <li>• Lead the BPP team through mentoring, coaching, and developing capability to achieve expected outcomes and foster a highly engaged team culture and promote open communication channels</li> <li>• Accountable for all areas of employment relations of BPP</li> </ul>	<p>Operational plans developed and implemented with clear links to the organisation's strategic direction and growth plans            Policy and procedures implemented            Retention rate achieved            360 feedback process completed            Performance reviews are in place and actively undertaken            BPP HR employment policies and procedures comply with current legislative requirements, are accurate, and kept up to date            Proactive management of leave requirements</p>
<p><b>Financial, Legal, and Statutory</b></p> <ul style="list-style-type: none"> <li>• Lead the financial requirements of the business within budgets as approved by the Board</li> <li>• Ensure statutory obligations are met regarding Annual Meetings, audit reports, financial reporting, and the requirements of the Charities Commission</li> </ul>	<p>Preparation of Annual Budgets presented to the Board for approval            Monthly financial reporting and forecasting on organisation financials completed, explaining any variations, and defining actions to be taken if budgets are not met</p>

<ul style="list-style-type: none"> <li>• Report accurate and up-to-date information as and when required to the Board including regular forecasts and financial analysis of performance trends</li> <li>• Ensure financial due diligence is in place that results in a satisfactory annual audit and management letter</li> <li>• Meet all legal and statutory obligations of BPP and BPPT and obtain professional legal counsel where appropriate</li> </ul>	<p>Clear auditable financial, legal, and statutory information available to the Board</p> <p>Legislative compliance</p> <p>Evidence of risk management</p> <p>Board informed of all high-risk issues</p>
<p><b>Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Lead, develop and maintain effective working relationships with key clients and potential key clients that include: <ul style="list-style-type: none"> <li>• Regional and National sporting organisations</li> <li>• Auckland Council, CCOs, Local Boards, Elected Members, and other partnerships with whom BPP works with</li> </ul> </li> <li>• Develop and foster effective relationships with all sponsors and advertisers</li> <li>• Develop, monitor, and grow new and existing relationships with key business partners and investors to grow the business of BPP</li> <li>• Drive all marketing, sponsorship, and events activities to ensure satisfactory servicing of business and contractual obligations</li> <li>• Evaluate new business opportunities and review existing involvements to ensure relevance to BPPs goals and identified core business initiatives</li> <li>• Interact with local sports and community organisations to remain abreast of trends and issues</li> <li>• Foster close working relationships and partnerships with key partners and sub-contractors</li> </ul>	<p>Relationships reflect a collaborative approach to achieving outcomes</p> <p>No complaints from key clients and partners</p> <p>Existing funders are retained</p> <p>Marketing, sponsorship, and events meet business and contractual obligations</p> <p>Marketing strategy in place and adhered to in terms of maintaining current relationships and growing new relationships</p> <p>Key providers identified and managed</p>
<p><b>Business Management</b></p> <ul style="list-style-type: none"> <li>• Lead BPP in accordance with BPP’s community and commercial objectives</li> <li>• Drive the profitability of BPP and in liaison with the Board</li> <li>• Understand, recognise and be sensitive to the community, commercial, and political environment within which BPP operates</li> <li>• Lead and oversee the development and operations of security, maintenance, H&amp;S, and management of the Facilities (Park Trust property)</li> <li>• Foster effective relationships and management of tenants, and key community multi-sports (e.g., Basketball / Netball / Cricket / Rugby / Gymsports / Futsal / Volleyball and others) aligned to meeting the community objectives of the Strategic Plan</li> <li>• Oversee and maintain all relevant policy and procedure manuals</li> </ul>	<p>Use resources efficiently and effectively to optimise business performance</p> <p>Maximise the effectiveness and efficiency of operations by regularly reviewing costs and structure</p> <p>Monitor the monthly performance and inspire the business to deliver agreed organisational results and synergies</p>

<p><b>Marketing and Public Relations</b></p> <ul style="list-style-type: none"> <li>• Oversee marketing of all BPP facilities to potential users and clients</li> <li>• Foster growth and support of BPP within Auckland by networking with key decision makers (local/national politicians, sport / cultural bodies, business leaders, and community members)</li> <li>• Promote public awareness of BPP as one of New Zealand’s leading multi-use facilities</li> <li>• Assume responsibility for the procurement and management of all events</li> </ul>	<p>Number of new key events procured and managed within the year Retention of old events</p>
<p><b>Funding</b></p> <ul style="list-style-type: none"> <li>• Drive commercial partnerships/sponsorships and philanthropic opportunities at a local and national level</li> <li>• Foster strong relationships with both prospective and existing funders</li> <li>• Align sponsorship goals with strategic business plans</li> <li>• Oversee all grant and funding applications are coordinated and actioned to meet timelines and deadlines</li> <li>• Is fully conversant with all grant funding streams available from Auckland Council including the processes and procedures to maximise and leverage all funding opportunities for BPP</li> </ul>	<p>Targeted funding streams provided for within the annual budget Sponsorship plan developed and implemented to achieve KPIs Key partnership and sponsorship relationships maintained Grant funding applications are actioned, and all funding streams are leveraged to maximise and secure funding for BPP</p>

**COMPETENCIES**

<b>Leadership</b>	Lead and achieve the desired future vision and goals, and can foster a high-performing and highly engaged team culture to deliver outcomes for the organisation
<b>Negotiation</b>	Focuses on win/win outcomes, can find common ground, and solve problems, negotiates effectively
<b>Stakeholder Focus</b>	Ability to develop strong rapport and trust quickly, understands the importance of ensuring relationships are maintained and supported regularly, develops and nurtures key client relationships
<b>Strategic Awareness</b>	Able to bring a strong commercial orientation, drive strategy and vision, take a long-term perspective, set clear objectives, is organisationally aware
<b>Staff Development</b>	Champions professional development and performance management of staff through coaching, mentoring and supporting staff to grow and develop
<b>Communication</b>	Demonstrates effective oral and written communication skills
<b>Problem Solving</b>	Able to produce effective solutions to problems
<b>Organising and planning</b>	Successfully plans and schedules own time and work and prioritise work effectively, and can articulate short to medium-term goals
<b>Interpersonal Skills</b>	Demonstrates personal effectiveness in terms of work attitude, style of leadership, and approach and is results-oriented

## **EXPERIENCE AND QUALIFICATIONS**

- Proven leadership and management experience over 7 years
- Proven management experience in a similar environment is advantageous
- Strong commercial acumen and financial management skills
- Demonstrated experience in working with a board of directors or trustees providing professional, accurate, strategic advice, delivering on outcomes and policies
- Experience in event marketing and management is advantageous
- Demonstrated ability to build rapport, influence, and develop effective relationships at senior levels across a range of organisations, stakeholders, and partners
- Demonstrated interpersonal and written communication ability
- A demonstrated commitment to the provision of quality service outcomes
- Experience in working both at a strategic level and operational level and able to operationalise a strategic plan

## **KEY RELATIONSHIPS**

### ***Internal***

- Bruce Pulman Park Trust Chair and Trustees
- Management Team and wider Park staff
- Key Park Personnel contractors (catering, security, cleaning)

### ***External***

- Major clients, partners, and stakeholders
- Community groups and all funding agencies, in particular, MCC Trust
- Park tenants
- Key Staff and Councillors at Auckland Council
- Tataki Auckland Unlimited (formerly ATEED and Regional Facilities Auckland) Chief Executive and Park's Manager, CCOs, Local Boards, Elected Members, and other partnerships with whom BPP works with