

PHYSICAL EDUCATION NEW ZEALAND

Senior Advisor Job Description

Role: Senior Physical Education Advisor and Membership Services Manager

Reporting to: Chief Executive Officer

Purpose: To provide highly effective, informed, strategic and hands-on support to PENZ in its work to promote and support quality physical education for all young people. This necessitates an ability to work closely with key partners ensuring that PENZ continues to serve as a lead contributor to Physical Education in New Zealand. A sound understanding of *Health and Physical Education in the New Zealand Curriculum* is crucial.

Key responsibilities:

- ❖ Advocate for Physical Education within the Education community and beyond
- ❖ Play a key role in positioning PENZ as a lead organisation within both the education and physical activity sectors
- ❖ Provide strong analytical skills and strategic thinking to assist PENZ to play a lead role in the education sector
- ❖ Communicate effectively with the Association's members
- ❖ Manage effectively all contracts procured either separately or jointly, by PENZ
- ❖ Maintain and develop the PENZ website
- ❖ Maintain and develop the Association's membership database
- ❖ Manage and maintain PENZ technology
- ❖ Further develop the use of technology to improve administration systems
- ❖ Report regularly to the Chief Executive Officer and the PENZ Board
- ❖ Provide reports on specific areas as required
- ❖ Undertake professional development and training opportunities where necessary to assist other areas of PENZ business as required
- ❖ Fully support the philosophy and culture of PENZ

External relationships:

- ❖ Ministry of Education
- ❖ Ministry of Health
- ❖ Ministry of Social Development
- ❖ SPARC
- ❖ New Zealand Olympic Committee
- ❖ Community Trusts
- ❖ National and Regional Sport/Recreation organisations
- ❖ Regional Sports Trusts
- ❖ NZ Health Teachers Association
- ❖ Education Outdoors New Zealand

Requirements of position:

- ❖ A qualification in Physical Education
- ❖ An applied knowledge of content, curriculum development, assessment and teaching processes developed through experience in teaching and leading in Physical Education
- ❖ An in depth understanding of the sector including physical education, physical activity and sport
- ❖ Experience in contract management and administration skills
- ❖ An excellent communicator (written and oral) capable of effective people management
- ❖ An advantage to be Microsoft Access capable and Web-based Solutions literate
- ❖ Self motivated and results-oriented
- ❖ Capable of working towards tight timelines using effective time management skills
- ❖ Initiative, enthusiasm and a sense of humour
- ❖ An understanding of PENZ

❖ Commitment to biculturalism

This is a fulltime position but negotiable for the successful applicant.