

<b>TITLE OF POSITION:</b>	<b>Commercial Coordinator</b>
<b>POSITION TYPE:</b>	<b>Fixed term, Full Time Employee</b>
<b>TEAM:</b>	<b>Commercial</b>
<b>REPORTS TO:</b>	<b>Commercial Partnership Manager</b>
<b>LOCATION:</b>	<b>Auckland</b>
<b>DATE ESTABLISHED:</b>	<b>August 2018</b>

<b>AIM OF NEW ZEALAND CRICKET</b>
<p>Cricket is New Zealand's premier summer sport with 170,000 people currently playing the game, making it one of the most widely played sports in the country.</p> <p>NZC's vision is focused on ensuring cricket is a game that can be played anywhere, by anyone. Whatever their circumstances, New Zealanders will be given every reason to celebrate and engage with cricket as their game.</p> <p>We have a high-performance culture, underpinned by quality people, systems and facilities, helping to produce winning BLACKCAPS and WHITE FERNS who inspire the nation and represent the best of New Zealand's values and culture.</p> <p>Cricket is one family, with quality and consistency that nurtures the game at all level and provides pathways towards success on the international stage. NZC takes a global approach and perspective to our activities for the betterment of the game in New Zealand.</p> <p>We're a passionate and enthusiastic organisation committed to living and breathing our purpose: connecting New Zealanders through our spirit of cricket.</p>

<b>PURPOSE OF THE POSITION</b>
<p>This role is a Partnership Servicing role, responsible for efficiently delivering benefits to key NZC Partners, with one partner in particular and additional Partners as required.</p>

<b>TASK DESCRIPTION (Prime Responsibilities)</b>	
<b>Key Task:</b>	<b>Expected Outcome:</b>
<i>Partner relationship Management</i>	<ul style="list-style-type: none"> <li>- Act as NZC's first point of contact with key NZC Partner</li> <li>- Assist the Commercial Partnership Manager to effectively manage relationships with existing partners</li> <li>- Encourage and promote key NZC partner to activate/leverage their partnership leading up to and during the home International Cricket season</li> <li>- Proactively deliver all contractual benefits, as per agreements.</li> <li>- Work with the Marketing team to identify new opportunities for partners to leverage both at match and away from match,</li> <li>- Work with the Events team to identify activation opportunities at match and ensure they run effectively.</li> <li>- Undertake formal annual reviews with the partners.</li> </ul>
<i>Administration Support</i>	<ul style="list-style-type: none"> <li>- Contribute to the business activities of the Commercial Team by producing documents, including reports, proposals, presentations, spreadsheets, questionnaires and correspondence from drafts</li> <li>- Compose or edit memos, letters and reports as required</li> <li>- Oversee freighting of tour gear around the country as tours progress.</li> </ul>
<i>Commercial Support</i>	<ul style="list-style-type: none"> <li>• Support the Commercial Partnership Manager in the facilitation of partner contract fulfilment, activations and in the in the production of new sponsorship proposals</li> <li>• Provide assistance in putting together relevant Commercial documents</li> </ul>

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
	<ul style="list-style-type: none"> <li>Manage invitations and RSVP correspondence for NZC events</li> </ul>
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<i>Relationship Management</i>	<ul style="list-style-type: none"> <li>Liaise closely with all stakeholders involved in the delivery of NZC Partners' rights including but not limited to competitions events, in particular venues, Major Associations, agencies and key suppliers.</li> </ul>
<i>Maintain Confidentiality</i>	<ul style="list-style-type: none"> <li>Deal with sensitive and confidential information in an appropriate manner</li> </ul>
<i>Health and Safety</i>	<p>Comply with all workplace health and safety obligations by meeting the requirements of the Health and Safety at Work Act. This includes:</p> <ul style="list-style-type: none"> <li>following all reasonable health and safety rules and instructions;</li> <li>taking reasonable care for your own health and safety at work and the health and safety of others;</li> <li>taking reasonable care that your acts (or omissions) do not adversely affect the health and safety of yourself or others;</li> <li>co-operating with any reasonable policy or procedure from NZC, including wearing any necessary personal protective equipment and clothing;</li> <li>reporting any potential or actual risks, injuries, work-related illnesses and incidents (including near misses) so NZC can investigate, and eliminate or minimise harm or risk of harm.</li> </ul>

WORKING EXPERIENCE:
<ul style="list-style-type: none"> <li>Experience working within a sports environment and/or event organiser role with at least 2-3 years experience</li> <li>Practical account management/activation experience</li> <li>Substantial experience working with highly confidential information</li> <li>Experience in using event planning and delivery tools and processes</li> <li>Previous experience of working in a commercial/ client facing environment required (marketing/brand management)</li> </ul>

SKILLS AND KNOWLEDGE:	
Technical Skills (Specific Job Skills)	<ul style="list-style-type: none"><li>• Absolute attention to detail and accuracy</li><li>• Understanding of the business and commercial operations within a sporting organisation</li><li>• Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organisation</li><li>• Strong administration and project management skills</li><li>• Appreciation for brand guidelines and values in order to build a strong and successful brand</li><li>• Problem solving skills</li><li>• A working understanding of event delivery involving multiple internal and external parties</li><li>• Ability to coordinate multiple competing priorities</li><li>• Meticulous, detailed planner who brings a structured approach to planning and delivery</li><li>• Able to track expenditure against budget</li></ul>
Office Skills	<ul style="list-style-type: none"><li>• Advanced knowledge of Microsoft Office</li><li>• Ability to use communication technology proficiently</li><li>• Knowledge of office procedures and equipment</li></ul>
General Managerial Abilities	<ul style="list-style-type: none"><li>• Ability to influence others, with excellent team building, collaboration and partnering skills</li></ul>

SKILLS AND KNOWLEDGE:	
	<ul style="list-style-type: none"> <li>Ability to manage and measure work including clearly assigning responsibility for tasks and decisions; setting clear objectives and measures; and monitoring process, progress and results; and designing feedback loops into work</li> <li>Ability to contribute to team budgeting, forecasting and financial management, to make links between strategic and business plans, and a good understanding of commercial acumen</li> <li>Provide a focus on innovation management to create a learning and participative environment</li> <li>Ability to evaluate information quickly, identify key issues and solve problems</li> <li>Able to build productive working relationships with stakeholders based on respect and good rapport</li> <li>Ability to work efficiently on own initiative and take ownership</li> </ul>

QUALIFICATIONS	
<b>ESSENTIAL:</b> <ul style="list-style-type: none"> <li>Driver's Licence</li> <li>Must be legally entitled to work in New Zealand</li> </ul>	
<b>PREFERRED:</b> <ul style="list-style-type: none"> <li>Tertiary qualified in Event Management/Marketing or a related discipline</li> </ul>	

PERSONAL ATTRIBUTES:	
<ul style="list-style-type: none"> <li>Commitment to NZC brand, culture and Values</li> <li>Affiliation and interest in cricket</li> <li>Proven skills in managing day to day operations in a busy working environment</li> <li>Ability to handle multiple tasks efficiently and effectively and meet tight deadlines</li> <li>Be an independent thinker and resourceful</li> <li>Must be a self-starter with excellent anticipation and prioritisation skills</li> <li>Can be relied and depended on to get the job done</li> <li>Possesses the physical stamina, drive, and perseverance to handle pressure well</li> <li>Strong written and verbal communication skills</li> <li>Personable, friendly, positive personality</li> </ul>	

Delegations of Authority	
Operational Expenditure	As per Delegated Authority Levels within NZC Board Manual and Delegated Cost Centre Managers list held by Finance
Authorisation to Hire	No
Authorised to sign Contracts	No

Responsible For / Relationships:	
No. of Staff	None
Internal relationships	All NZC staff, In particular; Commercial & Domestic Team
External relationships	Touring teams Commercial partners MA's

## Job Description



	Venue Authorities Players Cricket Players Association (CPA) Velocity Brand Management (VBM) and Official Licensees Suppliers
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Signature of Job Holder

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Date signed