

# SECTOR CAPABILITY LEAD

## Purpose of The Role

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The Sector Capability Lead works within the Regional Capability Team supporting sport and physical activity organisations to develop and deliver quality opportunities and experiences that enable increased participation in physical activity across the life course.

The Regional Capability team focusses on growing sector and system capability to deliver equitable and quality opportunities and experiences to be active, working to achieve improved wellbeing through increased physical activity including sport, active recreation, play and active transport.

## Regional Capability Team Purpose

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Working with sport and physical activity sector organisations, the Regional Capability Team will play both a lead and supporting role to increase levels of physical activity across the rohe creating healthier, happier, and better-connected communities. Embracing Te Tiriti o Waitangi, and our belief in the importance of equity, inclusion and diversity, the Regional Capability Team will ensure that no one misses out.

To achieve this, the Regional Capability Team will focus on those within the population that are identified as being less active. Through advocacy, information sharing, coaching and support, the Team will strengthen the capability, capacity and performance of sector organisations to respond to the needs of these populations.

Recognising that communities are different, the Regional Capability Team will adapt to meet the changing nature of physical activity and the needs within communities, building networks, influencing and motivating individuals and organisations to help people become more active, healthier and happier.

## Role Accountabilities

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The Sector Capability Lead will be responsible for one or more communities of practice, as identified through their annual workplan, working towards achieving key performance outcomes within those portfolios.

### Leadership and Management

- Lead regional networks of practice that foster partnering, information sharing and collective learning opportunities.
- Facilitate sector learning opportunities and advocate for and support positive change within sector organisations that enables equitable, diverse and inclusive physical activity outcomes.
- Share and promote national and regional strategies, data and insights contextualizing where necessary to support change at a local level.
- Ensure that project objectives, individual objectives, and KPI's are aligned to organisational strategies, policies and direction.
- Manage implementation of portfolio communication plan and stakeholder management plan in line with the Nuku Ora Communication Strategy and Stakeholder Engagement Strategy.
- Contribute to leadership discussions and attend organisational meetings as required.

### **Project Management**

- Oversight and management of portfolio outcomes, deliverables and KPI's, ensuring a thorough understanding of relevant initiative contracts, their service specifications and reporting requirements, including implementation, planning, reporting, quality management, and achievement of milestones.
- Ensure internal and external reporting requirements are completed in line with organisational expectations
- Offer portfolio advice and support to targeted projects and organisations to improve capability and performance.
- Support the community led delivery of improved portfolio outcomes within identified geographical communities of interest.

### **Budget Management and Revenue**

- Monitor portfolio budgets within delegations and financial policies, including budget preparation and forecasting, ensuring cost efficiencies are achieved.
- Assist and support Partnership Managers to identify funding opportunities.

### **Strategy Development and Organisation Contribution**

- Contribute to organisational strategies and frameworks, collaborating with other Nuku Ora leaders.
- Actively collaborate with other business units within Nuku Ora proactively looking for opportunities for added value.
- Ensure a good working knowledge is maintained of other Nuku Ora teams and their work, outcomes, and successes.

### **Relationship Management**

- Ensure key insights, patterns and themes are drawn from relationships and populations that feed into knowledge management approach.
- Build and maintain relationships and partnerships with people and organisations to positively influence active lifestyles in the rohe. Ensure approach is proactive, customer-focused and reflects organisation expectations.
- Utilise facilitation skills to support a coordinated, collaborative approach across those working to impact on the capability of physical activity.
- Advocate the value of physical activity to partners and decision makers including the provision of research, analysis, and best practice.

## **Key Relationships in Role**

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### **Internal**

- Regional Capability Manager (reporting line)
- Sector Capability Leads (peers)
- Empowered Communities Managers (delivery of targeted outcomes)
- Insights and Evaluation Manager (tracking impact and outcomes)
- Communication and Marketing Manager & Coordinator (communications and promotions)
- Partnerships Managers (stakeholder management)
- Finance Manager/Finance Administrator (budgeting and finance)

### **External**

- Regional Sports Trusts (RSO's)
- Sport NZ Subject Matter Experts (SME's)
- Sector and Community Organisations

- Schools and education providers
- Territorial Local Authorities (Council's)
- Priority one and two Stakeholders and customers (As per the relationship management system)

## **Key Things We Are Looking For**

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### **Qualifications, Skills and Experience**

- A tertiary qualification or demonstrated experience in a role with similar drivers and expected outcomes
- Capable leadership and project management skills and experience
- Experience as a facilitator
- Effective communication skills, listening, written and oral
- Effective planning and reporting skills
- Competent IT skills in Office365 including Outlook, Teams, SharePoint, and Dynamics
- Excellent presentation skills
- Stakeholder management skills and experience
- Adaptability/flexibility

### **Technical Skills and Knowledge**

- A good understanding of the sectors supporting physical activity, especially play, active recreation, sport, and active transport
- An understanding of contract management
- An understanding of Community Led Development
- Be able to develop a strategic approach to problems
- Ability to be innovative and anticipate areas of focus
- Understanding of marketing and public relations practices
- Understands the digital environment
- Full drivers' licence
- Flexibility with hours (connecting with the community can be outside of normal working hours)

### **Interpersonal and Relationship Skills**

- Ability to build rapport and maintain relationships
- Understanding of and affinity to Nuku Ora's 'Purpose' and 'Direction'
- Teamwork
- Professionalism
- Effective time management
- Self-motivation, resilience and drive
- Accuracy and attention to detail

## **What Being Part of the Nuku Ora Team Means**

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- Support and demonstrate the Nuku Ora Way, a values-based approach that identifies our desired behaviours or operating principles for how we want to operate as an organisation.
- Honouring our Te Tiriti responsibilities through embracing organisational strategies, and initiatives that recognise and give effect to the Articles and Provisions of Te Tiriti o Waitangi.
- Supporting a community led approach to intervention that places the participant and community at the centre.
- Actively and positively participate as a member of the team, supporting the philosophy and culture of Nuku Ora, and committing to continued personal and professional development.

- Proactively looking for opportunities to improve the operations and performance of Nuku Ora and collaborating with others.
- Complying with and supporting all health and safety policies, guidelines, and initiatives. Ensuring all incidents, injuries and near misses are reported.
- Adhering to all Nuku Ora procedures, policies, and guidelines.
- Supporting Nuku Ora's insights approach to deliver higher quality initiatives and interventions based on innovation and informed decision making enabling the organisation to better manage change and the ability to anticipate and influence the physical activity sector.
- Providing outstanding stakeholder engagement and management services, utilising Nuku Ora's relationship management approach, the CRM system and relevant business rules.
- Ensuring diversity and inclusion is central to our work.
- Performing any other duties as needed and support other Nuku Ora initiatives such as events e.g. Round the Bays.

## Dimensions of the Role.

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**Reports to:** Regional Capability Manager

**Location:** Greater Wellington Region

**People Responsibilities:** None

**Grade:** 16

**Department:** Delivery

**Date:** August 2024

**Authorities:** As per Delegated Authority

**Fixed Remuneration:** \$73,270.17 - \$77,340.74