



JOB DESCRIPTION

Company	New Zealand Football
Position	Graduate Database Administrator
Reports To	Technology Manager
Location	Auckland

PURPOSE

To develop and manage the continuous evolution of the Digital Framework, in particular the National Registration System that supports the 400+ football clubs in New Zealand.

KEY ACCOUNTABILITIES SPECIFIC TO THE ROLE

Infrastructure Technology

- Provide administration support to the Technology Manager as required.

Strategic Technology

- Assist the development and implementation of the NZ Football Digital Framework across the following areas:
 - Competitions Management
 - Membership Management
 - Member profile and user experience

KEY RELATIONSHIPS

External	Internal
<ul style="list-style-type: none"> • FIFA/OFC • Member Federations & Clubs • Sport NZ/ High Performance Sport NZ • Technology Suppliers/Services 	<ul style="list-style-type: none"> • Technology Manager • Planning and Performance Manager • NZF Managers and Staff

DIMENSIONS

No of Employees Reporting	Direct: Nil
Expenditure – signature authority	Within approved budget: (tbc)

REQUIREMENTS

- The student is required to contribute at a minimum 200+ hours.
- Able to arrange own transport to the NZ Football Head Office in Albany.
- Available for intern placement between the period of 1 February- 30 June 2019.

Note: You are not required to be a football enthusiast but having a passion for sport is recommended.

IDEAL SKILLS, KNOWLEDGE, EXPERIENCE

Experience:

- Studying business or sports management is recommended.
- Experience in a role that includes IT, Database and CRM systems is desirable but not required.
- Evidence of successfully and positively working with diverse stakeholders and/or customers.

Knowledge:

- Knowledge in customer relationship management.
- Knowledge in sport administration.
- Knowledge in database administration.

Skills:

- Strong communication skills.
- Strong time management and organisational skills.
- Ability to work in a team but can also work independently.
- Ability to build and maintain positive working relationships with people at all levels in NZF and members.

BENEFITS

- Work experience at one of the largest National Sport Organisations in New Zealand.
- Great work experience in a fast-changing sport sector.
- Expense reimbursement for travel related expenses.
- Complimentary tickets to any NZ Football events and International Games.
- \$500 Stirling Sports voucher.
- Flexible work hours.
- NZF work laptop.
- NZ Football apparel.
- Opportunity to grow and develop within the organisation.
- Opportunity to network and start a career within the wider NZ sport sector.

Note: This is a non-paid internship.

PERSON SPECIFICATION

COMPETENCIES

Management

- Is a team player, works with and through others to achieve results.
- Communicates with peers, staff and stakeholders openly and honestly in a way that promotes trust and understanding and building relationships.
- Is a 'doer' - leads by example to prioritise effort, seek innovative solutions to problems and achieve results.
- Ability to originate and communicate strategic direction both internally and externally.

Operational Accountability

- Accepts accountability for all tasks and targets that are agreed.
- Manages the business operations competently.
- Manages third party relationships resourcefully.
- Demonstrates business efficiency by delivering constant improvements in business operations with a focus on operational excellence.

Relationship Management

- Effectively manages relationships, maintaining and leveraging off external stakeholders, suppliers and strategic alliance partners.
- Presents a credible image and inspires confidence in a decisive way.
- Demonstrates excellent communication skills and skills at promoting and selling ideas to others.
- Ensures that people are treated with respect in all activities.
- A role model for other staff and stakeholders.