

Basketball New Zealand Incorporated

JOB DESCRIPTION

JOB TITLE

National Development Manager

PURPOSE

- To lead the development of people across the basketball system by designing, delivering and continuously improving national pathways, programmes and services for coaches, officials and women and girls within workforce and leadership pipelines.
- The role supports basketball organisations at all levels including associations, domestic leagues and national programmes by building capable people, strong development environments and aligned pathways from community to performance.

SPECIFIC DUTIES & RESPONSIBILITIES

National Development Strategy

- Lead the development and implementation of BBNZ's national development strategies, including coach development, officials development and leadership development.
- Ensure all development frameworks are aligned, contemporary, evidence-based and scalable across the whole system.
- Maintain oversight of national and international trends in training, education and development.

Coach, Official & Workforce Development

- Develop and continuously improve development pathways and programmes for coaches, officials, referees and development staff.
- Lead the provision of high quality development environments and learning experiences from entry level through to performance.
- Plan and oversee national and regional delivery of courses, workshops and professional development opportunities.
- Lead and support regional delivery networks, including Coach Developers, Referee Trainers and Basketball Development Officers (regional workforce).

Leadership Development

- Develop and continuously improve leadership development pathways and programmes, including the Emerging Leaders.
- Ensure leadership frameworks intentionally support diverse participation, progression and retention across the basketball workforce.
- Identify and support emerging leadership capability within member organisations.

Women and Girls Development (People & Workforce Focus)

- Lead the development and continuous improvement of women and girls development pathways, with a specific focus on coaching, officiating, refereeing, leadership and development staff roles.
- Design, deliver and continuously improve women and girls leadership and workforce development programmes, including the Emerging Leaders programme, aligned to national leadership frameworks.
- Ensure women and girls development initiatives are embedded within broader coach, official and leadership pathways, rather than delivered as standalone programmes.
- Support regional delivery networks to recruit, retain and progress women and girls within the basketball workforce.
- Work with member organisations to identify barriers and opportunities impacting the development and progression of women and girls.

Stakeholder Engagement & Collaboration

- Work collaboratively with BBNZ staff, advisory groups, coach and official leadership groups, and member organisations to identify development priorities.
- Build and maintain strong, trust-based relationships with member organisations and key stakeholders.
- Ensure member organisations are well informed of development programmes, resources and support available.
- Regularly review outcomes and insights into effectiveness of programme delivery, ensure changes are made where appropriate and share learnings with BBNZ and member associations.

Leadership and Organisational Contribution

- Effectively lead, enable and support staff in the People Development Team to develop and deliver agreed work plans
- Ensure relevant data is accurately captured and reported and insights generated from data are informing decision making
- Manage people development budgets within approved parameters.
- Contribute as a senior member of the Community Team to planning, projects and organisational priorities.
- Collaborate across BBNZ teams to ensure consistent messaging and pathway alignment.
- Follow all BBNZ policies, procedures and health and safety requirements
- Uphold and role model BBNZ values at all times.

DIRECT REPORTS

- 5 direct reports, as of April 2026;
 - National Officials Developer (permanent)
 - Coach Development Lead North (permanent)
 - Coach Development Lead South (permanent)
 - Community Officials Coordinator (fixed term)
 - Leagues Officials Coordinator (part-time, fixed term)

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this Job Description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Relevant qualification or equivalent significant experience in training, development or education.
- Proven experience leading coach, official, workforce or leadership development programmes.
- Knowledge of volunteer development, coaching, officiating or leadership development.
- Strong understanding of sport systems and/or the basketball environment.
- Demonstrated ability to design and implement learning frameworks and development pathways.
- Strong stakeholder relationship management and communication skills.
- Ability to think strategically and translate strategy into practical delivery.
- High digital literacy, including learning platforms and online course delivery.
- Willingness to travel and work flexible hours as required.
- Outstanding customer focus and a commitment to quality.
- Strong interpersonal skills with the ability to build relationships with staff and volunteers.
- A flexible, positive attitude to operate in a dynamic work environment.
- Ability to work independently and take leadership to deliver projects on time and within budget.
- Technology literacy to lead programme development including online courses.