

**SCHEDULE 1  
SUPER RUGBY ASSISTANT COACH POSITION DESCRIPTION**

<b>JOB TITLE:</b> Super Rugby Assistant Coach - Defence	<b>DEPARTMENT/UNIT:</b> High Performance, Rugby
<b>CURRENT POSITION HOLDER:</b>	<b>REPORTS TO:</b> <ul style="list-style-type: none"> <li>• The Head Coach with regard to the performance of the team both on and off the field</li> <li>• CEO of the Club with regard to operational matters relating to the Club and the Team.</li> <li>• Highlanders Chief Executive Officer with regard to employment duties and employment relationship matters and promotional activity.</li> <li>• Highlanders Chief Executive Officer with regard to coaching and development (or other such person nominated by Highlanders from time to time).</li> </ul>

**PURPOSE OF THE POSITION:**

<ul style="list-style-type: none"> <li>• To assist the Head Coach to select (in conjunction with the Highlanders) a Super Rugby squad for the Super Rugby Club, in accordance with the guidelines adopted by the Highlanders from time to time.</li> <li>• To assist the Head Coach to coach the team, on and off the field, to a standard of excellence, demonstrating a significant improvement over the season, enhancing the reputation of the team, the Super Rugby competition and New Zealand rugby.</li> <li>• To assist the Highlanders players and coaches, to maximise their performance in all aspects of defence, analysis of team effectiveness and the profiling of opposition teams.</li> </ul>
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	<b>Accountability Statements:</b> To assist the Head Coach to:
<i>Leadership</i>	<ul style="list-style-type: none"> <li>▪ Establish a team vision and team values, standards and protocols that fit within the goals of the Club and the Highlanders.</li> <li>▪ Ensure that there is a shared understanding and adoption of the team vision, values, standards and protocols by all Team and Team Management members.</li> <li>▪ Model the Highlanders, Club and team values, standards and protocols at all times.</li> <li>▪ Provide leadership of the team and team management through effective interpersonal communication and the ability to address difficult problems and decisions appropriately.</li> <li>▪ Build and maintain strong working relationships with the Team and Team Management, both individually and as a group, using a range of communication styles and media tailored to the individual and the message.</li> <li>▪ Demonstrate personal credibility, honesty, high integrity, and show an ability to handle pressure and stress appropriately.</li> </ul>

<p><i>Squad Selection, Team Selection &amp; Preparation</i></p>	<ul style="list-style-type: none"> <li>▪ Monitor and assess the performance of all players playing in the Domestic Competition, both within and outside the Club region, including consultation with Domestic Competition Team Coaches, other Super Rugby Team Coaches and the All Blacks Coaches, and provide such player assessment information to the Club and the Highlanders as requested from time to time.</li> <li>▪ Identify all players in contention for selection for the Club and advise the Highlanders of such players by the date required by the Highlanders.</li> <li>▪ Select of a squad of players for the Club in accordance with the selection policies, protocols and process as determined and advised by the Highlanders from time to time without any regard to the Provincial Union that a player is playing for, or any possible Provincial Union transfer of any player.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ In selecting your Super Rugby team, assist the Highlanders to ensure that, within reasonable discretion with regard to squad balance, the best performed available players are selected in a Super Rugby Team each year regardless of the Provincial Union for which the player played, or will play, in the Domestic Competition.</li> <li>▪ Maintain discretion and confidentiality regarding Squad and Team selection consideration, including discussions with players about their performance and not making any promises or guarantees of selection to any player, at all times during and after the Super Rugby Squad selection process.</li> <li>▪ Communicate with players identified as being in contention for selection but not selected in a Super Rugby Team regarding their non-selection in accordance with the Highlanders' selection process protocols as advised to you by the Highlanders.</li> <li>▪ Assist the Highlanders to identify players who are not selected for an initial Super Rugby Team who are regarded as potential replacement players in the event of injuries to the selected Super Rugby Team players.</li> <li>▪ Comply with the replacement player protocols and process (as determined and advised by the Highlanders from time to time) for seeking any Super Rugby squad replacement player.</li> <li>▪ Assist with selecting the playing team to play each match from within the selected initial Super Rugby squad, and any approved replacement players.</li> </ul>
<p><i>Highlander's Defence Coach - Duties</i></p>	<ul style="list-style-type: none"> <li>▪ Assist the Highlanders Coach to coach the team to a standard of excellence that enhances the reputation of rugby and the team.</li> <li>▪ Assist in developing appropriate game plans, review and measure Team performance against these with a goal of ensuring the team play to its fullest potential.</li> <li>▪ Remain up to date with modern game development, including new laws and their impact on the game and individual position and player requirements.</li> <li>▪ Assist the Highlanders Coach to plan and run trainings that are well structured and maximise the usage of time resources, that prepare the team to execute the game-plan.</li> <li>▪ Encourage players to have input into training sessions and game-plan development</li> <li>▪ Lead the development and implementation of the Highlanders defence strategy.</li> <li>▪ Provide analysis and selection advice as requested by the Highlanders Coach.</li> <li>▪ Identify strengths and weaknesses of opposition with a particular emphasis on the analysis of their attack from individuals, set-piece, phase play and kick returns.</li> <li>▪ Work with the Highlanders Technical Analyst to provide video footage for individual and unit analysis, opposition analysis, and for presentations to the team.</li> <li>▪ Fully utilise all available technologies to analyse, understand and develop individual, unit, and team performance, and to provide personalised feedback to identified players.</li> <li>▪ Communicate in an effective and timely manner with other members of the Highlanders Management Team.</li> <li>▪ Such other team management services as reasonably required by the Highlanders Coach.</li> </ul>

<p><i>Discipline</i></p>	<ul style="list-style-type: none"> <li>▪ Assist in the development of clear and appropriate team protocols and standards in conjunction with team management and players.</li> <li>▪ Ensure that the established team protocols and standards are met and maintained, and deal effectively with any breach or conflict.</li> <li>▪ Ensure that the team maintains an appropriate standard of discipline both on and off the field.</li> </ul>
<p><i>Player Development and Appraisal</i></p>	<ul style="list-style-type: none"> <li>▪ Consult and work closely with the Club Professional Development Manager to ensure that, in conjunction with Team playing and training requirements, player welfare is respected and enhanced, including establishing time each week outside of training for players personal development activity.</li> <li>▪ Provide support for the Professional Development Programme.</li> <li>▪ Undertake and record player performance expectations with each player before the Super Rugby season.</li> <li>▪ Monitor and assess individual player performance and development, including use of AnalyRugby and any other analytical tools during the season.</li> <li>▪ Provide regular performance and development review feedback to each player with reference to match analysis information during the Super Rugby season.</li> <li>▪ Complete and record player performance reviews with each the player at the end of the Super Rugby season, and provides to the Highlanders a copy of each completed performance review document within 4 weeks of the end of each Club Team Season.</li> <li>▪ Provide accurate assessment of players' ability and areas for development to the player, the Club and the Highlanders.</li> <li>▪ Encourage the development of player's leadership and self-reliance qualities.</li> </ul>
<p><i>Highlanders / Club/ Provincial Union Relationships</i></p>	<ul style="list-style-type: none"> <li>▪ Work closely with the New Zealand Rugby Union to develop individual players for the betterment of New Zealand Rugby, including the All Blacks.</li> <li>▪ Contribute constructively to any review or policy work and administrative matters relating to the Super Rugby squad selection protocols and process, the Super Rugby competition or other high performance matters, as requested by the Highlanders from time to time.</li> <li>▪ Contribute meaningfully to the implementation of the Club and the Highlanders High Performance strategies for the overall benefit of the Club and NZ Rugby.</li> <li>▪ Adhere to Highlanders, SANZAR and Club policies and procedures as outlined from time to time.</li> <li>▪ Provide advice to coaches and/or selectors of the All Blacks and other New Zealand national teams and/or the Highlanders on the ability, performance and fitness of players selected in the Club as requested.</li> <li>▪ Consult and discuss with the All Blacks selectors on individual player's development and performance assessments, including playing position(s).</li> <li>▪ Consult and discuss with the Provincial Union coaches within the Club region on individual player's development and performance assessments, including playing position(s).</li> <li>▪ Advocate on behalf of players, promoting their ability and performance as and where appropriate.</li> <li>▪ Develop relationships/networks with the Highlanders and other coaches to contribute to the Club and the Highlanders High Performance Programme and the creation of a pool of knowledge and practice for the benefit of the Club and New Zealand Rugby.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Build relationships with coaches and Provincial Unions within the Club region, clearly communicating the goals, values and standards of your Super Rugby Team and sharing best practise coaching and team management experiences as appropriate.</li> <li>▪ In conjunction with the team management, ensure that all requirements under the Collective Agreement, including the players annual leave requirements, as identified in consultation with the Highlanders, are observed and given effect.</li> </ul>
<i>Media</i>	<ul style="list-style-type: none"> <li>▪ Contribute and adhere to the media policy developed by the Highlanders, SANZAR and the Club (TV, radio and print).</li> <li>▪ Be available and responsive to media requirements and requests to comment on Team matters as agreed and where appropriate.</li> <li>▪ Act in a positive, professional manner with the Media.</li> <li>▪ Develop and foster positive professional relationships with media representatives.</li> <li>▪ Develop and foster a positive and appropriate media profile including participation in media activity such as interviews, photographic, filming and/or recording sessions as reasonable and appropriate.</li> <li>▪ In conjunction with the Team Manager &amp;/or Communications Manager, ensure all players have appropriate availability and access to the media.</li> </ul>
<i>Referees</i>	<ul style="list-style-type: none"> <li>▪ Keep abreast of all game law changes and competition rules.</li> <li>▪ Ensure that players have an understanding and respect for the laws of the game. Facilitate the appropriate application of these laws through effective and regular communication with players, referees and match officials.</li> <li>▪ Maintain sound, professional working relationships with referees and touchjudges.</li> <li>▪ Provide constructive feedback and views for referee match performance assessments each week, and otherwise ensure that appropriate established channels are utilised to provide feedback on referee performance.</li> <li>▪ Ensure acceptance of referee decisions, and acknowledge constructive referee feedback received.</li> </ul>
<i>Commercial/ Sponsors and Administration</i>	<ul style="list-style-type: none"> <li>▪ Actively contribute and support the Club community engagement planning and activity, including the teams scheduled availability to undertake community engagement.</li> <li>▪ Actively contribute and support the Club commercial sponsorship and promotional activity planning, including the teams scheduled availability to undertake sponsorship and promotional activity.</li> <li>▪ Facilitate and participate in promotional or commercial activities with sponsors as directed by the Club and/or the Highlanders from time to time.</li> <li>▪ Together with Club Management, develop and foster positive and accessible relationships with sponsors.</li> <li>▪ Ensure the contribution that adidas makes to New Zealand rugby is recognised at every appropriate opportunity.</li> <li>▪ Work with the Club and the Highlanders commercial and marketing teams to understand and ensure that commercial and broadcasting obligations relating to the Team are met.</li> <li>▪ Recognise Sky TV's unique broadcasting position and partnership with the Highlanders by working co-operatively at all times to ensure contractual commitments within the News Agreement are met.</li> <li>▪ Attend such meetings, seminars and/or briefing sessions as may be arranged at which your attendance is required from time to time.</li> <li>▪ Complete and submit an in depth Coach's campaign report to the Highlanders and Club Board, within 4 weeks of the end of your Super Rugby Team Season, covering all key aspects of the season, including;</li> </ul>

	<ul style="list-style-type: none"> <li>○ Monitoring of progress against team programme plan;</li> <li>○ appraisal of the selection process, Team Management, individual player appraisal;</li> <li>○ identified strengths and weaknesses of the season campaign; with recommendations for the future.</li> </ul> <ul style="list-style-type: none"> <li>▪ Meet Highlanders S/Club reporting requirements as required from time to time.</li> </ul>
<i>Scoreboard</i>	<ul style="list-style-type: none"> <li>▪ To achieve the best possible match results and the highest possible placing in the competition, taking into account the requirements outlined above.</li> </ul>

**REPORTING RELATIONSHIPS:**

This job reports to:

- The Club Head Coach with regard to the performance of the team both on and off the field
- CEO of the Club with regard to operational matters relating to the Club and the Club Team.
- CEO with regard to employment duties and employment relationship matters and promotional activity.
- Highlanders Coach Development Manager with regard to coaching and development (or other such person nominated by Highlanders from time to time).

**RELATIONSHIPS/INTERACTIONS:**

<b>Internal</b>	<b>External</b>
Coach Players Team Manager Team Support personnel Club CEO Highlanders commercial and marketing staff Highlanders Professional Development Manager Management personnel Other coaches Referees and other game officials Provincial Union Coaches (within Club region)	SANZAR NZ Rugby Other coaches Highlanders sponsors and other stakeholders Media (with agreement of the Club)

**PERSON PROFILE**

**QUALIFICATIONS AND EXPERIENCE:**

Qualifications and Experience	You will have had involvement with the game at senior levels and ideally have coached in the Mitre 10 Cup competition (or similar national level domestic competition), the Super Rugby Competition (or similar high level inter club competition), or a New Zealand National team within the previous 12 months.
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