



OCEANIA HOCKEY FEDERATION
Chief Executive Officer
Position Description

TITLE OF POSITION	Oceania Hockey Federation – Chief Executive
REPORTS TO	Oceania Hockey Federation Board, through President
LOCATION	Flexible – work from home or a member nation office

PURPOSE OF OCEANIA HOCKEY FEDERATION AND ROLE

Hockey is a dynamic Olympic and social impact team sport with a participation base that reflects gender equity. Oceania Hockey Federation (OHF) aims to be an equitable, inclusive, sustainable and innovative organisation that supports active lifestyle, health, community development and international performance with member associations in Australia, Fiji, New Zealand, Papua New Guinea, Solomon Islands, Samoa, Tonga and Vanuatu.

Oceania Hockey Federation
 Vision: Equally Amazing Sport4Life experiences
 Purpose: To be an equitable, inclusive, sustainable and innovative hockey federation supporting active lifestyle, health, community development and international performance
 Strategic Pillars: Grow & Engage | Quality Events | Partnerships | Organisational Strength

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    OHF_Board[OHF Board] --> OHF_CEO[OHF Chief Executive Officer CEO]
    OHF_Board --> OHF_Committees[OHF Committees]
    OHF_CEO --> Cont_Devel[Continental Development Officer CDO]
    OHF_CEO --> Hook_Ind[Hook In! Health Project Manager]
    OHF_CEO --> Hook_Int[OHF Hook In! Health Project Partners]
    OHF_CEO --> Officiating[OHF Officiating & Rules]
    OHF_CEO --> Events[OHF Events & Competition]
    OHF_CEO --> Edu_Devel[OHF Education & Development]
    OHF_CEO --> Voice[OHF Voice of Pacific Islands]
    Cont_Devel --> Country_Devel[Country Development Officers CDO]
    Cont_Devel --> Pacific_Island[Pacific Island Administration Assistant]
    Country_Devel --> Country_Assist[Country Assistant DO]
    Country_Devel --> Country_DO[Country DO Assistant DO]
    Country_Devel --> Hockey_Assist[Hockey Assistants & AHPs]
    Country_Devel --> Hockey_Helpers[Hockey Helpers & Interns]
  
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The CEO is responsible for meeting key performance indicators outlined in the MOU with the Federation of International Hockey (FIH). In addition, the CEO will deliver strategic priorities identified by the OHF Board in consultation with OHF Committees, member associations and key stakeholders across four key pillars on time, with integrity and within budget:

Date: July 2022	OHF Strategic priorities – towards a 2032 Oceania Olympic Games	Measure of Success: 1-3 years (short / 3 years+ long)
Grow and Engage	<ol style="list-style-type: none"> Engage Development Officers (DO) in all PTs that have their 'most have' (Constitution, AGM, Annual Report & audited financials, relationship with the NOC) in order - Samoa and Fiji critical to reintegrate Promote Train the Trainer approach to build local capability and sustainability to start, play and stay with hockey Adapt resources so that they are accessible and 'fit for audience' (capability level, language, images, memory stick/web based/printed etc.) Increase access to technology for learning, planning, reporting Coach Islands, New Caledonia, Guam potential new members 	<ol style="list-style-type: none"> Re-start, start, play, stay numbers reflect growth and align with UN sustainable development goals (players, coaches, officials) DOs in Fiji and Samoa within 2 years (most have 'most have') Train the Trainer implemented & resources fit purpose 10 laptops distributed to PTs in 2022 1-3 new PT members progressed for FIH endorsement by 2025
Quality Events	<ol style="list-style-type: none"> Develop a calendar of events for 15%, 5% indoor (youth, junior, senior) that includes all member nations significant national events/championships with clear event purpose statements that can be linked to players, coaches, officials' development Plan and prepare for OHF PTs attend 2023 Pacific Games, Solomon Islands Plan and prepare for OHF Qualification Events to include Masters as well as development, education and scholarship opportunities for coaching, playing, officiating, team management OHF teams attend 2024 Hockey 5's World Cup, Oman 	<ol style="list-style-type: none"> Events and their purpose accessible to all nations, Committees Minimum 6 nations @ 2023 Pacific Games Break even qualification events with title opportunities delivered 6 officiating scholarships, 1 per PT, provided in 2022/23 (gender equal, 2 x OHF Hook In! 2 x Masters, 2 x OHF Officiating Committee) Oceania teams qualify and attend 2024 Hockey 5's World Cup
Partnerships	<ol style="list-style-type: none"> Secure IOC World Grant funding, with FIH application support, targeting World Cup 5's Partner NZ Government M&AT for growth / sustainable development projects in Pacific Islands Extend Australian Government DFAT partnership for Hokihi sustainable development in Pacific Islands beyond current project (Southmales and nations) Secure partnership with NZ/Australian Defence to support growth in Pacific Islands Explore Hokihi/health style opportunities with FIJ and local partners and any other interested member nations Establish 2 x Masters meetings per year with OHF Committee leads – event and scholarship in/m/ent Explore opportunities with other CPTs, FIH member nations to secure development opportunities 	<ol style="list-style-type: none"> Worked with FIH/NOC's to submit quality applications in the lead up to 2022/24 events NZ government support secured for a PT growth project by 2024 Australian government support secured for 2nd phase Hokihi project resulting in additional 5-2 nations by 2025 Defence activities provided development and equipment opportunities for PTs Hokihi/Health plan and partners identified in FIJ in 2022/23 Masters MOU signed, TOR in place and meetings attended Additional FIH funding secured in 2024 for 4 years Promoted 2024 WC 5's, 2025 WG demo 5's, 2025 WG 5's Establish all FIH nations to crowd fund through OHF Member nations supported to apply for IOC World Grants Vacancies shared with member nations and OHF Committees Vote of PTs Committee established OHF prioritised structure created and implemented (with recurrent funding) Minimum 2 PT nation and gender equity evident on OHF Board
Organisational Strength	<ol style="list-style-type: none"> Secure FIH funding Support FIH's ambition to increase the number of medal opportunities @ Olympic/World Games (15% & 5%) Establish crowd funding option for PTs to support priority event attendance Apply for IOC World Grant funding, with FIH support, targeting Pacific Games 5's and World Cup 5's Promote FIH Committee and Panel, OHF Board, Committee and Panel opportunities with all member nations openly and transparently Establish voice of the PTs - regular meeting of Pacific Island Nations and Chairs of OHF Committees (Education and Development, Events and Competitions, Officiating and Rules, Hokihi/Health) to share the Pacific Island Nations ideas, progress and gaps arise Review and refine OHF structure to support realisation of strategy – including admin support for PTs Ensure minimum 2 OHF Board members are from PT nations and OHF Board gender balance is achieved 	

KEY RESPONSIBILITIES

Organisational Leadership

- Working with the OHF Board, deliver on strategic priorities, collaboratively with partners to meet agreed success measures
- Scan for and create opportunities that benefit whole of hockey communities
- Negotiate agreement with internal and external stakeholders

Partnerships

- Maintain and renew OHF's MOU with FIH, our key funding partner, executing on all agreed deliverables
- Develop and maintain effective relationships with all key stakeholders including Government, FIH, member nations, other Continental Federations, other Sport Federations, DFAT, ONOC, partners and suppliers etc.
- Represent the OHF at FIH Continental Federation CEO meetings and any other appropriate forums as approved by the Board

Financial & Risk Management

- Diversify revenue streams leveraging International and local grant opportunities; partners and sponsors; other appropriate sources
- Comply with the robust financial planning, management and reporting systems that are in place, overseen by the OHF Board, through the Treasurer
- Collect and receive all moneys due and make all authorised payments
- Keep correct accounts and books showing the financial affairs of the Federation with full details of all receipts and expenditure connected with the activities of the Federation
- Maintain a risk management register, collaboratively with the Board

Committee and Staff Management

- Maintain up to date role descriptions and employment contracts for any structured roles, using transparent, merit based and Board approved processes for recruitment to vacancies
- Oversee work plans, professional development, evaluation, leave and remuneration of contracted staff, while managing any perceived or real conflicts of interest
- Support staff wellbeing and belonging
- In collaboration with the Board, support OHF Committees to operate effectively

Events

- Capitalise on opportunities associated with a 2032 Oceania based Olympic Games
- Develop and realise a quality 4 year event plan, managing transparent processes for hosting opportunities and hosting fee arrangements
- Ensure tournaments and events for qualification to FIH and IOC tournaments are held within Oceania on time and to standard and budget
- Encourage and support quality opportunities for Pacific Island nations to train for and compete in tournaments in 11's and/or 5's formats

Records, Communication and Profile

- Manage correspondence received by OHF and respond while initiating communication appropriately
- Capture and file minutes of the resolutions, proceedings and attendance of:
 - Board and Annual General meetings
 - OHF Committee meetings
 - Major Project based meetings
- Provide clear information to members and stakeholders about what the Oceania Hockey Federation plans to achieve, does achieve, and the reasons why decisions have been made
- Celebrate achievements of all member nations through OHF and partner's social media and websites
- Manage the OHF brand with integrity

Planning, Monitoring and Reporting

- Develop an annual action plan, based on OHF's strategic priorities and manage resources to deliver
- Monitor and report on agreed success measures to the Board quarterly and other stakeholders as required, capturing and actioning key learning for continuous improvement

Policies and Procedures

- Ensure that relevant policies are drafted, approved by the OHF Board, then shared on the OHF website
- Oversee compliance with Codes of Conduct and Membership Protection Policy – fostering integrity, safe spaces, inclusion and wellbeing

CAPABILITIES, KNOWLEDGE AND EXPERIENCE - PROFESSIONAL

- Organised Planner
- Compelling Communicator
- Manager of Complexity
- Relationship Builder
- Decision Maker
- Understanding of the sport of Hockey in the Oceania region from growth, development, event and performance perspectives
- Proven ability to develop and operationalise strategy while driving for results
- Experience of managing and developing people in an inclusive way
- Financial management experience and ability to manage the financial accounting system Xero and Smart Vault. Familiar with using International funds transfers.

CAPABILITIES & QUALIFICATIONS - PERSONAL

- Tertiary qualifications and/or demonstrated experience in Business or Sport Management
- Self-regulator and reflector
- High integrity and values based
- Behavioral negotiator
- Continuous learner
- Resilient and efficient with a value for money focus
- Ability to work flexible hours, including weekends and evenings.
- Hold a current passport and current unrestricted driver's licence

EMPLOYMENT/CONTRACT CONDITIONS

Part-time, 2 year fixed term contract, averaging 3 days per week with a requirement to work some evenings and weekends to perform the expected elements of the position.

Local and international travel will be required from time to time, capitalising on cost effective remote meeting options and environmentally friendly travel choices where practical.

Must have:

- Current Passport
 - Current Drivers Licence
 - Appropriate working with children certification
- NB: may require a Police Check and clearance