



EVENTING CHEF D'EQUIPE POSITION DESCRIPTION FOR OCEANIA 2019

TITLE OF POSITION	Eventing Chef d'Equipe for 2019 Oceania
TERM	Appointment until 31 May 2019
RESPONSIBLE TO	ESNZ Eventing Chair and ESNZ Eventing Board
KEY SUPPORT	Eventing Sport Manager High Performance Operations Manager Eventing Oceania Coaches Eventing Selectors Eventing Oceania Vet
REMUNERATION	Voluntary although reasonable costs associated with the role will be reimbursed upon prior approval of the Eventing Sport Manager.

PURPOSE OF THE ROLE

To lead the campaign for the selected Eventing combination(s) to compete at the Oceania Teams Competitions with the objective of representing New Zealand well and to the best of their ability.

ESNZ Eventing will lead the logistics and planning aspects for the Oceania, but may require the Chef d'Equipe to assist or have input into this process. The Chef d'Equipe will lead the selected team at the Oceania with the support of ESNZ Eventing.

ROLE REQUIREMENTS

Professional Skills

- Knowledge (and experience preferred) of the Oceania competition environment and the qualification requirements
- Highly developed personal and people leadership and organisational skills
- Ability to assimilate relevant information to make professional, informed and non-emotive decisions
- An unquestionable professional and respectable ambassador for ESNZ Eventing
- Familiarity with modern communication including email and phone systems
- Conflict resolution skills
- The ability to work within a team environment

Personal Attributes

- Excellent interpersonal and communication skills
- Trustworthy with unquestionable integrity.
- Discretion, ability and sensitivity to deal with team members' concerns and issues.
- Demonstrable ability to maintain confidentiality in all areas when dealing with riders, horses, horse owners and any related personal or medical problems.
- All actual and potential conflicts of interest must be declared, including:
 - Horse ownership
 - Horse trading
 - Coaching relationships
 - Business relationships
 - Family or other personal relationships
- Ability to manage conflicts of interest (real or perceived)
- Commitment to the success of ESNZ Eventing

ACCOUNTABILITIES

Planning and Organisation

- Follows, is familiar with and adheres to ESNZ Eventing Process and protocol relating to the riders/tour/Oceania.
- Responsible for ensuring all riders and horses meet administrative requirements of the Event.
- Supports ESNZ Eventing (as required) to:
 - confirm all travel, accommodation, uniform, horse travel and other relevant team requirements as may be required by ESNZ, the FEI or the Event;
 - document and obtain approval for a budget for the tour;
 - work with the ESNZ Eventing Sport Manager to prepare and distribute to riders, coaches, horse health team, grooms and other management/team members (together the "Team") as appropriate an itinerary of travel, accommodation and competition details including event timetable and team functions and uniforms.
 - Discuss with riders' requirements for packing appropriate equipment and uniform; and
 - Confirm entries with the Organising Committee.
- Communicate with the Riders/Team regularly leading up to the event and ensure they are familiar with all aspects of the competition and what is required of them as part of the Team.
- Familiarise the Team with the ESNZ Code of Conduct, with the obligations of their Rider or Contractual Agreement(s) and endorse and build a culture that reflects ESNZ's Values.

Team Leadership and Management

- Lead the team in accordance with and endorse the behaviours set out in the ESNZ Code of Conduct
- Ensures all communication with the Team, the opposition, support team and wider public reflects exceptional standards of integrity, confidentiality and trustworthiness.
- Make best efforts to develop a rapport with Team members quickly, whilst remaining a degree of independence in the role of team leader and manager.
- Establish professional relationships with event managers and officials ensuring that all rules and requirements of the event are known by all Team Members.
- Be familiar with special requirements of horses and team members, medical, dietary and competition, ensuring that any needs or potential problems are identified and any risk to the individual or team is minimised.
- Attend all event, rider and team meetings communicating information back to the Team promptly and efficiently.
- Organise and communicate the daily scheduling, logistics and operations of the Team
- Provide leadership and support to team members in the event of any issue, complaint, protest or other situation that has a potential negative impact on team or individual performances or reputation.

Media and Reporting

- In any situation of uncertainty enter into direct communication with ESNZ Eventing before releasing any information or making any comment to media.
- At the conclusion of the Event provide a confidential detailed report to ESNZ Eventing identifying any concerns, issues requiring resolution and recommendations for future Events or any such other reports reasonably required by ESNZ Eventing.