



POSITION DESCRIPTION

Revision Date: January 2026

Position Title:	Umpire Development Officer Part Time
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Work Area:	Community Netball	Reports to:	Relationship Manager
Responsible for:	Umpire development for Counties Manukau Centres		
Geographic area:	Counties Manukau Region		
Employment Status:	Part time 15-20 hours per week, Fixed Term		

Primary Purpose of Position	
<p>The Umpire Development Officer plays an important part implementing NNZ Poipoia strategy and the Netball Northern Zone Community Netball Plan in order to:</p> <ul style="list-style-type: none"> • Increase the number and quality of umpires at all levels in the game and increase the engagement of umpires at Centres within Counties Manukau. • Proactively support Umpire Coach Developers in the Counties Manukau region. • Assist in opportunities that aid the development of umpires from grassroots to performance level, create a culture for excellence with formal and informal opportunities. • Support netball centres in improving the capacity and capability of grassroots umpiring through their Centre Umpire Development Plans. • Support implementation of Umpire Program and processes at one target centre utilising the Umpire Convenor Guide 	

Responsibilities & Measures	
Key Accountabilities	Critical Factors
Leadership	<ul style="list-style-type: none"> • Build and maintain strong relationships with netball centres. • Support implementation of Umpire Program and processes at one target centre utilising the Umpire Convenor Guide
Strategy and Planning	<ul style="list-style-type: none"> • Contribute to the Zone Community Operations Plan by advocating for the needs and issues of umpire development.
Umpire Development	<p>Centre Support</p> <ul style="list-style-type: none"> • Ensure all netball centres have a Centre Umpire Development Plan • Assist with the planning and delivery of umpire modules • Communicate umpiring matters to the relevant umpiring groups and ensure all netball centres have information to develop umpiring. • Proactively engage Centre umpire committees to utilise Umpire Convenor Guide and other best practice resources • Lead and facilitate the CM Umpire Convenor Group <p>Coaching and Assessing</p>

Responsibilities & Measures	
Key Accountabilities	Critical Factors
	<ul style="list-style-type: none"> Engage with Centres to identify Coach Developers, and provide training and ongoing support to Coach Developers Identify Umpire Coaches training requirements and support Centre UCD's to progress upskilling and upgrading <p>Database</p> <ul style="list-style-type: none"> Provide required information to ensure quality effective umpire databases are available at Zone level Support Centres to have Centre based databases that are current and ensure sufficient effective processes are in place to achieve this . <p>Monitoring and Reporting</p> <ul style="list-style-type: none"> Provide insights to Zone and NNZ (via Umpire Lead) on effectiveness of umpire development programmes, and participation levels of umpires across Zone
Professional Development	<ul style="list-style-type: none"> Contribute to Zone professional development of Umpire Coach Developers Actively participate in professional development programmes provided by NNZ, Sport NZ, RST's or equivalent.
Relationships	<ul style="list-style-type: none"> Work collaboratively with Netball Centres, NNZ and Zones, and Northern Zone personnel to share mutually beneficial practices and learnings
The Netball System	<ul style="list-style-type: none"> Support the planning and delivery of Zone events as requested by the Relationship Manager. Undertake any other tasks as requested by the Relationship Manager to support the delivery of quality netball experiences and meeting outcomes of Zone Community Netball Plan.
Communication	<ul style="list-style-type: none"> Achieve a high and positive profile for Netball Northern Zone with all activities. Develop and maintain effective communication channels with the netball community. Contribute to the Zone Newsletter and communications Ensure digital media relating to umpiring is current, regularly updated, and contribute to creating media content

Key Relationships	
External	Internal
<ul style="list-style-type: none"> NNZ National Technical Officials Manager NNZ Community team Netball Centre staff and umpires 	<ul style="list-style-type: none"> Zone CEO Relationship Manager Umpire Lead Community Team personnel Other Zone staff

Delegation of Authority	
N/A	

Other	
<ul style="list-style-type: none"> Travel and weekend work is expected and managed within the total working hours.. Drivers licence essential 	

Core Competencies, Skills & Qualifications/Experience	
Competency	Descriptors
Specialist Knowledge and experience	<ul style="list-style-type: none"> • Broad sport sector knowledge with a minimum of 2 years experience and knowledge in umpire development • Training development/teaching and umpiring experience • Strong understanding of Community Netball and hands on experience • Strong relationship management skills and ability to work with a diverse range of stakeholders
Leadership and strategic ability	<ul style="list-style-type: none"> • Strong stakeholder management with interpersonal and intrapersonal skills that generate mutual respect and trust • Confident, decisive and objective with experience of making sound decisions especially under pressure • Strong sense of accountability and desire to deliver against goals • Comfortable giving and receiving constructive feedback • Skilled at determining important issues, prioritising and multi-tasking
Business and Personal Acumen	<ul style="list-style-type: none"> • Willingness to be accountable and measured on performance • Accepts legal and fiduciary responsibilities • Networks effectively in the netball world and in the wider sports sector
Communication and Personal skills	<ul style="list-style-type: none"> • Conveys credibility, ability to influence and ensuring 'buy in' from a diverse range of stakeholders • Exceptional oral communication: clear, concise, effective and persuasive • Communicates consistently, openly and honestly in any situation • Quickly establishes and maintains rapport and effective relationships at all levels, with both internal and external stakeholders • Is dedicated, highly motivated, enthusiastic and considerate at all times • Collaborates well, voluntarily sharing appropriate information across all levels and thrives in a team environment • Maintains professionalism, empathy and understanding at all times • Highly adaptable and flexible, coping well with change and deadlines
Passion for Sport	<ul style="list-style-type: none"> • Makes decisions with the best interest of sport in mind • Has a good knowledge of sport in general and netball in particular