

Job Description Swiss Rugby Union / Fédération Suisse de Rugby (FSR)

1. Name of Position / Definition

National Technical Director (DTN): Head of Elite Sports & High Performance

Member of the Executive Board (ExB)

30 Percent Employment (30%)

Elite Sports & High Performance Department:

The department of Elite Sports & High Performance is first and foremost responsible for anything concerning the national teams. This includes but is not limited to their planning and deployment, the selection of coaches and managers, as well as the planning, managing, and controlling of the respective budgets. In addition, he/she will develop the "Projet de Jeu" (Playing Style) for Swiss Rugby and will ensure the integration of its philosophies into coaches and referee education and training. In addition, he/she will develop a Youth & Elite high performance concept, will plan, manage, and control the relevant budgets for it, and will implement the concept.

2. Reporting structure:

The DTN Head of Elite Sports & High Performance reports to the CEO.

3. Substitution

- May substitute the Head of Development in Mass Participation
- May be substituted by the Head of Development in Mass Participation

4. Main Tasks & Responsibilities:

- Responsible for leading and coordinating the Elite Sports & High Performance department with the aim of achieving its goals.
- Plans and steers the activities, projects, and services in the area of Elite Sports & High Performance, and supervises / ensures the professional and timely delivery of its projects.
- Provides consistent leadership to the staff in his department, especially the coaches and managers of the national teams as well as the Regional Development Directors (DTRs). Involves club presidents and coaches in the planning and delivery process as needed.
- Plans, manages, and controls his assigned budget.
- Ensures the implementation and respect of the "Charter for Ethics in Sports" in his area of responsibility.
- Responsible for the implementation of IRB, FIRA/AER, and Swiss Olympic requirements and guidelines in his area of responsibility.
- Responsible for planning and coordinating human resources in his area.

5. Leadership Responsibilities

5.1. General Leadership Responsibilities

- Leads and steers, together with the respective national team coaches and managers, the set-up and activities of all Swiss national teams and national selections. Follows the requirements and directives of the IRB, FIRA-AER, and of the BoD (Board of Directors) and collaborates closely with the DTRs, as well as the Rugby Schools.
- Leads the ongoing calendar planning and scheduling for the national teams (Matches, Training Sessions, camps, etc) and coordinates these with the CEO, the Competition Commission, and, where appropriate, the DTRs.
- Develops the guidelines for planning, implementation, deployment, and administration of all national team activities.
- Develops, in collaboration with the national team coaches and the DTRs, the “Projet de Jeu” (Playing Style) for Swiss Rugby and ensures the integration of its philosophies into coaches’ and referees’ education and training
- Plans and leads the following projects:
 - National Team (= Elite Sport) Programme
 - National Training Centre project
 - Project to introduce Elite Sport Basic Training for Rugby into Swiss Military Training
 - Project “NLA = Elite Sport”
- Is responsible for the development of a sports-medicine concept for the FSR
- Is responsible for the contact with the IRB and the FIRA-AER in the DTN Position (National Technical Director)
- Plans and leads other projects for the advancement and development of rugby in Switzerland, as agreed with the CEO or as mandated by the BoD.

5.2. Spending Competencies

- Full authorisation of expenditure within the assigned budget for his department, dictated by the overall budget, as accepted by the Delegates’ Assembly.

5.3. Signatory Powers

- Sole signature for federation correspondence without legal relevance.
- Collective signature with one BoD member for department business with legal relevance.
- All orders of material, as well as reservations for accommodation and food/beverage must be placed through the responsible person in the General Secretariat.

6. Participation in assemblies and meetings

- Participates in the Delegates' Assembly, Meetings of the Regional Associations, Central Committee Meetings.
- May participate in any meetings related to his/her area of responsibility according to his/her own judgement.

7. Information

- Has a specific right to information concerning his/her area vis-a-vis the president, the Central Committee members, the BoD, and the Committees.
- Must inform the BoD, the Delegates' Assembly, and the Commissions completely and appropriately concerning his/her area.

8. Representation and Connections towards external/third parties

- Represents the FSR towards third parties in matters concerning his/her area, as agreed with the BoD.
- Maintains open and positive connections towards relevant third parties outside the FSR.

9. Job Requirements

- Must possess integrity, and be a respected, sports-oriented person with excellent capacity for integration and collaboration.
- Must not hold any leadership position in a Rugby Club or Rugby School.
- Must have proven practical experience in the relevant area.
- Must possess leadership and organisational experience.
- Must have extensive competencies in communications and negotiation.
- Must be competent in planning, managing, and controlling his/her department's budget
- Must be ready and willing to invest the necessary time to complete his/her responsibilities.
- Must be fully available for the designated time-percentage of his/her position.
- Must be able to work in a team.
- Must have good mastery of French and either German or English. Italian in addition is a plus.

Application:

To apply for the position, please send your complete documentation to ceo@suisserugby.com.

Application deadline: July 15th, 2014.