



## INTERNATIONAL RUGBY BOARD Performance Project Manager Dublin Based

The International Rugby Board is the world governing and law making body for the sport of Rugby Union based in Dublin. It is responsible for the regulation and governance of Rugby and, in addition, organises a number of international tournaments and events including the Rugby World Cup, Women's Rugby World Cup and the annual HSBC Sevens World Series and IRB Women's Sevens World Series competitions.

The Competitions and Performance Department is looking to add to its existing team with the appointment of a Performance Project Manager. This person will report to the Head of Competitions and Performance. This is a three year Fixed Term Contract.

The role of the Performance Project Manager is to provide programme and project management expertise and services in the coordination, delivery and development of the IRB's annual High Performance investment Programmes. The successful candidate must have proven project management skills, a relevant tertiary qualification, experience of working in a planning role in an elite sporting environment and knowledge of elite Rugby High Performance programme development and implementation processes.

A detailed job description with the required skills, attributes and competencies can be found below

The successful candidate must have the relevant working Visa to work in Europe.

All applications must be made via [irbjobs@irb.com](mailto:irbjobs@irb.com) on or before COB on Friday July 18<sup>th</sup>, 2014



# Performance Project Manager

## Objective

To provide programme and project management expertise and services in the coordination, delivery and development of the IRB's High Performance investment Programmes.

## Key Responsibilities

### System and Database Management

- Enhance and maintain the current offline High Performance Unions' planning, reporting and monitoring system
- Develop, implement and maintain a new online High Performance Union planning, reporting and monitoring system to automate and simplify processes
- Develop, implement and maintain a new online player and performance tracking system and database, linked to the Union reporting system

### Research and Development

- Coordinate the planning and organisation of High Performance conferences, meetings and workshops
- Coordinate research into areas of elite sports performance and prepare reports and recommendations as required
- Support High Performance staff and consultants in the development and updating of best practice manuals and resources in High Performance Planning, Sports Science and Sports Medicine
- Coordinate the development of and rollout of performance planning tools and systems to Unions

### Administration and Budget Management

- Manage correspondence between the IRB and Unions relating to performance funding programmes and reporting deadlines
- Provide administrative and planning support to the Head of Department and High Performance staff and consultants in managing the Performance programmes
- Coordinate the travel plans and diaries of the High Performance staff and consultants
- Operationally manage the High Performance Unions and High Performance Programmes budgets in conjunction with the Management Accounting function
- Liaise with the Management Accounting function on the production of monthly and quarterly reports tracking budget v actual
- Support the Head of Department and High Performance staff in the preparation of reports and presentations to the IRB's Boards and Committees

### High Performance Competitions

- Coordinate the project planning process for the delivery of the Rugby Sevens competition at the Rio 2016 Olympic Games
- Provide project planning support to the tournament managers responsible for the delivery of the IRB's Strategic Investment Tournaments portfolio

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## Performance Project Manager

### Key Skills and Attributes

- Proven programme management and planning experience in an elite sporting environment
- Tertiary qualification
- Knowledge of High Performance Rugby Programme development and implementation processes
- Methodical with a high level attention to detail
- Excellent communication, report writing and presentation skills
- Proven ability to prepare reports, presentations and data analysis
- Excellent project management, time management and budget management skills
- Excellent IT skills, ability to use MS Excel, PowerPoint and databases
- Highly developed interpersonal skills and people management skills
- Ability to work independently and shows initiative
- Ability to work under pressure and within tight deadlines
- Ability to analyse processes and make recommendations

<b>Number of employees managed</b>	<b>0</b>
<b>Direct Budget Responsibility</b>	Assist in monitoring £7m budget
<b>Reporting to</b>	Head of Competitions & Performance (functionally to High Performance Manager Asia-Pacific)
<b>Updated</b>	06/06/2014

### Competencies

- Develops and maintains databases to assist in monitoring high performance activities in Unions
- Prepares high quality reports for presentation to relevant IRB committees and undertakes research in relevant areas of elite sport performance
- Coordinates a range of complex activities involving a multitude of stakeholders requiring attention to detail and excellent communication skills
- Project manages and plans for all activities associated with the IRB's High performance investment programme within the Competitions and Performance Department
- Monitors the High Performance budget lines ensuring that regular reporting protocols are adhered to and that potential issues are highlighted and resolved in a timely and effective manner

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