

# Director, Rugby Operations



**Do you want to gain invaluable work experience in the world of amateur sport?**

**Have you ever wanted to help grow the game of rugby in Ontario?**

Rugby Ontario is actively searching for a talented and ambitious individual who is passionate about the field of sport management, wants to apply their knowledge and experience, and support a vision of *Rugby for All*.

Reporting to the Chief Executive Officer, the **Director, Rugby Operations** is a member of the Rugby Ontario Senior Leadership Team and the department head for Rugby Operations. In alignment with [Rugby Ontario's Strategic Plan](#), this role will have responsibility and accountability for new strategy development, planning, implementation and management of all staff and programs within the Rugby Operations mandate of the organization. This includes direct leadership and accountability of specific objectives outlined in the five interconnected Strategic Priorities of Rugby Ontario:

- Support the Club Community
- Build Belonging
- Perform with Excellence
- Invest in the Future
- Advance our Rugby Culture

## Compensation & Benefits

Upon joining the team, you will receive;

- \$72,000 - \$80,000 per annum, based on experience;
- Comprehensive health and dental benefits;
- 3 weeks of paid time off annually;
- Full-time salaried position, standard business hours (9 am - 5 pm). The nature and scope of this position may from time to time require, particularly through extended periods of the year, the need for work to be scheduled outside regular business hours, including evenings and weekends with a willingness to travel when required.
- Hybrid work environment – remote four (4) days a week, in office minimum of one (1) day a week in the Rugby Ontario office. (Office Address: Abilities Centre, 1 Jim Flaherty Street, Whitby ON L1N 0J2)

## What you'll be doing

This position has a broad mandate and the ability to support Rugby Ontario's vision of "Rugby for All" will be paramount. A strong leader of people and visionary at the core, the Director, Rugby Operations will be expected to foster collaborative relationships that will create a cohesive, supportive and progressive rugby environment in Ontario. The incumbent will bring the experience, knowledge and personal attributes necessary to inspire growth in the game, build sustainable programming and drive alignment from community to club to province and beyond.

## Primary Duties and Responsibilities

### Leadership

- Influential leader within Rugby Ontario and within the Senior Leadership Team.

- Lead all rugby development and technical staff on the execution of Rugby Ontario's Strategic Plan, annual operational plans and budgets for the Rugby Operations department.
- Official spokesperson for all Rugby Ontario technical programs, unless otherwise delegated.
- Participate in all provincial and national technical and high-performance meetings, unless otherwise delegated.
- Establish and manage relationships with all key technical leaders within the rugby community (e.g. Member Clubs & Branch Unions, professional clubs, education system leaders & organizations, etc.).

### **Development and High Performance**

- Effectively lead and manage the permanent and seasonal / volunteer workforce within the Rugby Operations department, overseeing their delivery of high-quality programs in accordance with annual operational plans and budgets.
- Lead the development and implementation of strategies that maximize the performance potential of all rugby participants in Ontario.
- Contribute to the strategic direction of Rugby Ontario, leading the tactical and operational delivery of initiatives that demonstrate impact against our development and performance goals and that support the club community.
- In alignment with Rugby Canada's national direction, lead and shape the transition and implementation of clear development pathways for players, coaches and match officials.
- Ensure the design and delivery of provincial and high performance programming (Ontario Blues programs) that enables talented players and coaches to achieve higher levels of performance and development.
- Re-establish Rugby Ontario's Long Term Development principles in alignment with strategic participation and performance initiatives, ensuring continuous assessment and improvement for life-long engagement of participants.
- Accountability and responsibility for the implementation and promotion of participant welfare strategies that ensure rugby remains a safe, positive, inclusive and gender-equitable sport (e.g. Safe Sport; EDI&A policies & practices; concussion prevention, education and management).
- Lead and support initiatives that celebrate and advance our Rugby culture and values throughout all development and performance programming.
- Develop and maintain strong and regular communication with Rugby Canada and Provincial Union technical and development staff and the leadership of other partner organizations (e.g. Canadian Sport Institute Ontario; Coaches Association of Ontario; education system leaders; Canada Summer Games and Ontario Summer Games, etc.).
- Maintain and expand the close working relationship with the Toronto Arrows Rugby Football Club, Canada's first and only professional rugby union team, collaborating on strategic initiatives that align with and support the high performance system in Ontario.

### **Competitions and Leagues**

- Oversee the competitions staff in the design, development, implementation and assessment of provincial leagues and competitions in accordance with the Strategic Plan.
- Ensure meaningful competition models are established to grow and broaden participation at all levels of the game, including grassroots, club and provincial / representative.

### **Coach Development**

- Oversee the Coordinator, Coach Development & Community Rugby, and other department staff.
- Ensure continuous improvement of training and education and professional development strategies for coaches and rugby program leaders.
- Create a clear development pathway for coaches who aspire to provincial, national, and international programs.

### **Match Official Development**

- Oversee the Coordinator, Match Official Services, and liaise with the Rugby Ontario Referee Committee.
- Ensure continuous improvement of training and education and professional development strategies for match officials.
- Create a clear development pathway for match officials who aspire to provincial, national, and international programs.

### **Committee, Branch Council and Member Club Support**

- Participate as the lead staff liaison on the newly established High-Performance Committee, which is a Board Committee of Rugby Ontario.
- Provide leadership and support to all other Board and Operational Committees as required by the CEO.
- Regularly liaise with the Branch Council – a committee comprised of the presidents of all four Branch Unions and Board representation – and the technical leadership within each Branch Union on matters relating to development and performance programming.
- Work with Rugby Ontario Member Clubs on the integration of club-led elements for a player development pathway.

### **Desired Experience & Qualifications:**

- A record of success in system building and generating results in technical, development and high-performance sport programming inclusive of player, coach and match official education / development.
- Previous experience working at both the grassroots levels and within the high-performance player pathway.
- Experience coaching and/or leading programs within targeted player development programs at a provincial or national level (degree in sport sciences, sport management or a related field, or an equivalent combination of education, certification, and experience).
- Demonstrated high level project management skills, including an ability to analyze, plan, monitor, evaluate and prioritize, and prior experience leading program and budget financial planning.
- Strong leadership, organizational and communication skills, including the ability to lead and manage staff and volunteers in a team environment.
- Experience in managing organizational change and developing new systems and processes.
- Self-directed and results oriented with the ability to multi-task and problem solve.
- Exceptional partnership / relationship building skills and attributes and the ability to manage interactions with multiple, diverse stakeholder groups.
- Strong written and verbal communication, negotiation and analytical skills.
- Well established and developed presentation and facilitation skills.
- Knowledge of Rugby Ontario and the Ontario / Canadian rugby community is an asset but not essential.
- Demonstrated strong values and ethics, in accordance with Rugby Ontario's organizational values, as well as other Rugby Ontario policies, through personal and professional behaviours.
- Proficient computer skills and knowledge of common technologies related to this line of work.
- Must be legally eligible to work in Canada.
- Current, clear criminal record check for the vulnerable sector required.
- Valid Driver's Licence and the ability / willingness to travel.

### **About Rugby Ontario**

We are the Provincial Sport Organization (PSO) for rugby in Ontario. The story of rugby in Ontario is one of evolution. We are not the same organization we were a decade ago. We are not even the same organization we were two years ago. To help shape this constant evolution, we set out to reflect upon, and better understand, the challenges and needs of our membership. Our mission is to lead, support, and promote Rugby for All from our communities to clubs to province. Working with our member clubs and branches we are looking to make

rugby one of the most appealing, accessible and inclusive sporting activities available today. Check us out:  
Website: <https://www.rugbyontario.com/> LinkedIn: <https://www.linkedin.com/company/rugby-ontario/>

## Our Values

It is important to us that you know what the team values; you will learn more about our values throughout the interview process.

***For the Love of the Game:*** We are passionate, dedicated and committed to our mission, which is what binds us tightly together with a common purpose and pride in our accomplishments.

***Game Regs:*** We build trust and earn respect by holding ourselves and others accountable and bringing honesty and integrity to everything we do. Fair play is the essential fabric of the game and what we believe in.

***Other Duties as Required:*** We are an open and inclusive team that values everyone's contributions, comradery and cohesion. It's about going above and beyond and doing the little things to achieve our collective goals.

***Lead from the Front:*** We move forward together to achieve success, just like in the game itself. Through a professional, transparent, and collaborative approach, we lead the way in creating a safe, welcoming and supportive sport culture.

## To Apply & Our Process

Please forward your cover letter and resume as one attachment via email **by 11:59 pm ET on Monday, March 27, 2023**, to Rugby Ontario Human Resources at [humanresources@rugbyontario.com](mailto:humanresources@rugbyontario.com) citing the position title in the subject line and your full name.

Due to a high volume of applicants, we are unable to respond to every application that we receive. If you are chosen to move forward, our interview process follows this sequence:

1. Virtual 30-minute interview with two members of our team.
2. Virtual 60-minute values and fit interview with members of our team.
3. A decision is communicated, and an offer is extended.
4. Reference and background checks.

***Rugby Ontario*** is an equal-opportunity employer, and we welcome and encourage applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. Please inform us within your application if you require any accommodations and every effort will be made to meet your needs.