

Position Title	Assistant Team Liaison Officer (x 16)
Volunteer Unit	Team Liaisons
Reports to	TLO Manager
Position Type	Team Support
Dates Required Times are TBC closer to the date	TLO Meeting: Wednesday 13 th December 2017, 6pm to 8pm Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm Tournament Week: January 29 – February 5th 2018 - Times as per respective team arrival to Auckland airport and team departure; Available for team requirements throughout week and tournament

HSBC New Zealand Sevens 2018

New Zealand Rugby has a desire to make the 2018 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

Primary Purpose

Assistant Team Liaison Officers are responsible for assisting Teams & Team Management both preceding and during their stay in Hamilton. Each Team is allocated 1 x Team Liaison Officer and 1 x Assistant Team Liaison Manager for the duration of their stay.

Key Tasks

- Liaise with your Team Liaison Officer and the TLO Manager ahead of time. Introduce yourself and ensure you are up to speed on all aspects of your Team's needs during their stay.
- Liaise with Team Liaison Officer, Airport to meet and greet allocated teams
- Liaise with your Team Liaison Officer to arrange meal times at hotel
- Administer all Tournament documentation, such a squad lists etc.
- Administer all supplies for Teams, such as training equipment, water, sunblock, etc.
- Assist with hotel meeting room bookings if required
- Liaise with your Team Liaison Officer on medical, physio and other treatments for players as required
- Driver for the Team for trainings, to and from the Stadium, and any other requests they have
- Be available all hours of the day/night to assist as required
- Assist with activities that Teams may wish to take part in, including social and leisure activities
- Liaise with your Team Liaison Officer as to what they expect of you during Tournament days
- Liaise with the Rugby Operations Manager on training venue details and schedules
- Coordinate an interpreter if necessary
- Ensure any extra personal expenses the Team may incur within the hotel are settled prior to check out by Team Manager
- Assist Teams with physical labour such as setting up training equipment, water, etc.
- Attend a daily TLO Manager's meeting – there will be 2 time options

Health and Safety

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan

Key Relationships

Internal

- Team Liaison Officer
- TLO Manager
- TLO Airport
- TLO VIP
- Accreditation Manager
- Tournament Management

External

- Hotel staff
- Travel company
- World Rugby
- Suppliers
- Local restaurants / activities

Person Specification

Experience

- Good knowledge of Hamilton and its surrounding areas, and route to/from Auckland Airport
- Good understanding of sporting environment
- Experience in a Team Liaison role

Skills

- Strong communication skills
- Flexible approach to adapt to last minute changes
- Full current Driving Licence (Car class 1)
- Confidence to safely drive a 12-seater vehicle and must be of 25 years or over
- Ability to undertake tasks involving heavy lifting
- Time management skills
- Problem solving and adaptability
- Ability to work as part of a Team
- Approachable and friendly
- Trustworthy

Competencies and Attributes

- A structured, organised and proactive “can do” approach
- Positive and enthusiastic
- Strong problem solving skills
- Demonstrates commitment to the organisation and overall tournament.
- Able to build successful working relationships at all levels of an organisation
- Able to work to and meet deadlines and able to reprioritise as necessary
- A willingness to take ownership and be held accountable
- Able to self-manage
- Able to work with a diverse management team
- Able to communicate with all levels of an organisation

Unique Criteria

- The role involves weekend work and extended working hours during the week depending on Team movements
- TLOs will be responsible for the Team Vehicles at all times during the week
- Must be available to attend Liaison Officer briefing at the Orientation evening
- All information must be kept confidential and only reported back to Tournament Management or the TLO Manager