

<b>Position Title</b>	Commercial Inventory Analyser
<b>Volunteer Unit</b>	Commercial
<b>Reports to</b>	Commercial Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Evening: Wednesday 5 December 2018, 5.30pm – 7.00pm
Times are TBC	Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm
closer to the date	Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm

### HSBC New Zealand Sevens 2019

New Zealand Rugby has a desire to make the 2019 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

#### Primary Purpose

This role is responsible for tracking the commercial spaces on the big screen, LED signage and PA announcements, focusing primarily on what gets missed as pertaining to the daily run sheet.

#### Key Tasks

- Track the Big Screen (in between game times). Example: if there are injury delays by 45 seconds during a game, that is 3 (15 second) ad spaces on the big screen that will need to get wiped from the list in order to get the next game up on time. The Commercial Inventory Analyser records who gets removed and who remains.
- Track the LED Signage (constant). Example: If the power goes out/technical issues, who was in the line-up when the power was out, so who wasn't shown
- Track the PA Announcements (intermittent). Example: Who gets 'accidentally' missed, or if there is a changeover in PA's (due to illness), is it still as per run sheet or is it changed slightly.
- Report any differences to the Commercial Manager as soon as they occur
- Keep a record of all differences which is given to the Commercial Manager at the end of each day
- Be positioned in the stadium with good view of the big screen and LED signage, able to hear PA announcements.

#### 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

- Other volunteers
- Commercial Manager
- Tournament Management

##### External

- Stadium Staff

#### Person Specification

##### Experience

- Good understanding of commercial space within the New Zealand Sevens Tournament

##### Skills

- Concentration & stay 'tuned' in the whole day
- Attention to detail

#### 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