

Position Title	HQ Coordinator
Volunteer Unit	HQ
Reports to	Workforce Manager
Position Type	Behind the Scenes
Dates Required Times are TBC closer to the date	Team Leader Orientation: Tuesday 23 rd January 2018, 5.30pm – 8pm Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm Tournament Day Two: Sunday 4 th February 2018, 9.00am – 10pm

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

The HQ Coordinator is responsible for coordinating all operations at Tournament Headquarters and ensuring operations run smoothly throughout the duration of the Tournament.

Key Tasks

- Work with HQ Runner Team Leader to oversee Tournament matters relating to Headquarters, including teams of:
 - Manual Scorers
 - Accreditation
 - Whiteboard Updater
 - HQ Runners
- Ensures the HQ team are covered for breaks
- Communicates with Level Zero to ensure they have enough assistance
- Assist and liaise with Hour Glass
- Assist the Workforce Manager when required

Health and Safety

For Self

- 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

For the Team

- Ensures staff are informed of Health and Safety requirements in the workplace
- Ensures the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- Manual Scorers
- Accreditation
- Whiteboard Updater
- HQ Runner Team Leader
- Level Zero Team Leader
- Other volunteers
- Tournament management

External

- Stadium staff and security
- World Rugby Match officials
- Hour Glass – who manage the flow of all information to public and Tournament management

Person Specification

Experience

- Good understanding of event management within the sports industry, specifically rugby
- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of FMG Stadium Waikato layout

Skills

- Communication skills
- Approachable and friendly manner
- Willingness to help and manage difficult situations

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