

<b>Position Title</b>	HQ Co-ordinator
<b>Volunteer Unit</b>	Tournament HQ
<b>Reports to</b>	Workforce Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Team Leader Orientation: Tuesday 4 December 2018, 5.30pm – 7.00pm
Days/Times are	Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm
TBC closer to the	Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm
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

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 HQ matters relating to Headquarters, including teams of:
  - 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

- 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 game statistics 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