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| Position Title | HQ Runner Team Leader |
| Volunteer Unit | HQ Runner |
| 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 Runner Team Leader is responsible for coordinating a team of 12 HQ Runners and ensuring they are available to assist in operations in all areas when are where they are required.

Key Tasks

- Manage and supervise the team of HQ Runners x4
- Create a roster of duties and assign duties to individuals
- Provision of guidance to runners on decorum, behaviour and dress during Tournament
- Training of HQ Runners – locations, duties, and routes to be used around Stadium
- Allocation of HQ Runners to the following duties as required:
 - Working alongside the Level Zero Team Leader and Level Zero Runners
 - Filling drinks stocks around the Stadium in specific locations as required
 - Running team sheets and statistics to appropriate points
 - Distributing score sheets as required
 - Flag bearer for Team Country flags
 - Collecting recordings from Sky TV and delivering them to Judicial
- Maintenance of a tidy rest room for Runners and other volunteers use
- Being a spokesperson for the Runner team and passing on all appropriate information to Runners

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
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- Rugby Operations Manager
- HQ Runners
- HQ Coordinator
- Level Zero Team Leader and Runners
- Media Runners
- Other volunteers
- Match Enhancement Manager
- Tournament Management

External

- Stadium staff and security
- Hour Glass
- World Rugby staff

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of the fast pace Sevens Tournament
- Good understanding of FMG Stadium Waikato layout

Skills

- Good communication skills
- Friendly and approachable manner
- Excellent time management skills
- Ability to prioritise

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