

Position Title	HQ Runner Team Leader
Volunteer Unit	Tournament HQ
Reports to	Workforce Manager
Position Type	Behind the Scenes
Dates Required Times are TBC closer to the date	Team Leader Orientation: Tuesday 4 December 2018, 5.30pm – 7.00pm Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm 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 Runner Team Leader is responsible for coordinating a team of HQ Runners and ensuring they are available to assist in operations in all areas when and where they are required.

Key Tasks

- Manage and supervise the team of HQ Runners
- 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, as required
 - Assisting the Match Enhancement Manager as required, with the approval of Tournament HQ Co-ordinator
 - 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
- Workforce Manager
- HQ Co-ordinator & HQ Runners
- 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