

Position Title	HQ Team Leader
Volunteer Unit	Tournament HQ
Reports to	Workforce Manager
Position Type	Behind the Scenes
Dates Required	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Times are TBC	Tournament Day One: Saturday 25 January 2020, 7.30am – 10pm
closer to the date	Tournament Day Two: Sunday 26 January 2020, 7.30am – 10pm

HSBC New Zealand Sevens 2020

The 2020 HSBC New Zealand Sevens will be hosted at FMG Stadium Waikato during Auckland Anniversary weekend (25th – 26th January) and features a new exciting tournament format with 16 Men's and 12 Women's teams.

Primary Purpose

The HQ Team Leader is responsible for coordinating all operations at Tournament HQ and a team of HQ Runners & Whiteboard Updaters, 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 and Whiteboard Updaters
- 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 and Whiteboard Updaters – 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 the Workforce Manager
 - Collecting recordings from OSB compound and delivering them to Judicial, as required
- Assist and liaise with Ignite / Sunset+Vine
- Communicates with Level Zero Team Leader to ensure they have enough assistance
- Maintenance of a tidy rest room for Runners and other volunteers use
- Being a spokesperson for the HQ Runners and Whiteboard Updaters and passing on all appropriate information to Runners
- Assist the Workforce Manager as required

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 Runners & Whiteboard Updaters
- Level Zero Team Leader and Runners
- Media Runners
- Other volunteers
- Match Enhancement Manager
- Tournament Management

External

- Stadium staff and security
- Ignite / Sunset+Vine
- 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