

<b>Position Title</b>	Level Zero Assistant (x6)
<b>Volunteer Unit</b>	Level Zero
<b>Reports to</b>	Level Zero Team Leader
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm
Days/Times are	Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm
TBC closer to the	Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm
date	

### 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 Level Zero Assistants are responsible for assisting the Level Zero Team Leader in coordinating the Level Zero team to ensure the needs of all teams are met throughout the duration of the tournament. This includes ensuring that player's baggage and equipment is secure and all areas are kept tidy.

#### Key Tasks

- Maintaining the Changing room schedule
- Ensuring the Changing rooms are clean and tidy at all times
- Ensuring the fridges and freezers in Level Zero are stocked
- Fill ice baths and empty at the end of each night
- Ensure fruit supplies are distributed to each team area daily
- Ensure towel supplies are distributed to each team area daily
- Ensure ice is readily available to teams
- Assistance to Match Officials and Medical staff operating from Level Zero, under the direction of the Level Zero Team Leader or Rugby Operations Manager
- Assist with stadium pack-in and pack-out tasks on the Friday prior to tournament and Monday following the tournament if 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

- Level Zero Team Leader & Level Zero team
- Rugby Operation Manager
- Workforce Manager
- Tournament management

##### External

- World Rugby
- Match Officials
- Teams and Team Management
- Stadium staff, contractors and security

#### Person Specification

##### Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of Sevens and its fast pace and large number of participants

##### Skills

- Good understanding of logistics and the importance of timing
- Communication skills
- Ability to prioritise
- Friendly and approachable
- Time management skills

### 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