

<b>Position Title</b>	Level Zero Team Leader
<b>Volunteer Unit</b>	Level Zero
<b>Reports to</b>	Rugby Operations Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b> 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 Level Zero Setup: Friday 2 <sup>nd</sup> February, 2018, half day 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 Level Zero Team Leader is responsible for the coordination of the Level Zero team and ensures 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

- Implementation of the changing room schedule provided by the Rugby Operations Manager
- Manage the roster for Level Zero Assistants x 6; provide guidance on behaviour and dress standards during the event
- Ensuring changing rooms are clean at all times
- Ensuring all fridges in Level Zero are stocked regularly with beverages
- Ensuring ice is readily available to teams and freezers are stocked regularly
- Ensuring fruit supplies are distributed to all teams daily
- Ensuring towel supplies are distributed to all teams daily and returned to the Laundry room at the end of each day
- Assistance to Match Officials and Medical Staff operating from Level Zero
- Being the spokesperson for Level Zero Assistants and ensuring they receive all appropriate information
- Coordinate stadium pack-in and pack-out tasks for the Level Zero team
- Ensure that all teams needs are met as appropriate

#### 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

- Level Zero team
- Rugby Operations Manager
- Workforce Manager
- Other volunteers
- Tournament Management

##### External

- World Rugby
- Match Officials
- Team Management
- Stadium staff, contractors and security
- Others who require assistance from Level Zero

#### Person Specification

##### Experience

- Experience in Rugby Level Zero
- Good understanding of the fast pace Sevens Tournament

##### Skills

- Good understanding of Logistics and 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