



WORLD RUGBY™
HSBC 
SEVENS SERIES
Wellington

Position Title	Logistics – Pack in & Pack out only (non tournament days)
Volunteer Unit	Logistics
Reports to	Logistics Team Leader
Position Type	Behind the Scenes
Dates Required Times are TBC closer to the date	Orientation Evening: Tuesday 23 rd January 2018, 5.00pm – 7pm Venue Pack-in: Tuesday 30 th – Friday 2 nd February 2018 Family Zone Kid’s packs: Wednesday 31 st January 2018 5.30pm – 9pm Venue Pack-out: Monday 5 th – Wednesday 7 th February 2018

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 Logistics team are responsible for ensuring the efficient and accurate delivery and setup of all supply requirements at FMG Stadium Waikato

Key Tasks

- Assisting with the movement of stores to FMG Stadium Waikato prior to the tournament
- Assisting with the packing of stores into the stadium prior to the tournament
- Assisting with the movement of stores to FMG Stadium Waikato post-tournament
- Assisting with the packing of stores into the stadium post-tournament
- Assisting with packing of the Family Zone Kids packs

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

Key Relationships

Internal

- Logistics Team Leader
- Logistics team members
- Supply and Logistics Manager
- Other volunteers
- Tournament management

External

- Stadium staff and security
- Suppliers and contractors
- **Novotel & Ibis Hotels**

Person Specification

Experience

- Logistics experience
- Good understanding of how a Sevens tournament is run

Skills

- Communication and organisational skills
- Attention to detail
- Problem solving and adaptability
- Time management skills
- Ability to work as part of a team

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