

<b>Position Title</b>	Logistics Team Leader
<b>Volunteer Unit</b>	Logistics
<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 Venue Pack In: Tuesday 22 January – Friday 25 January 2019 Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm Venue Pack Out: Monday 28 – Wednesday 30 January 2019

### 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 Logistics Team Leader is responsible for coordinating the Logistics team, alongside the Tournament Management to ensure efficient, accurate delivery and setup of all supplier requirements.

#### Key Tasks

- Coordinating the pack-in and pack-out of supplier's goods required at the stadium for the tournament
- Coordinating the Logistics staff to ensure the correct set-up of all spaces
- Coordinating with Stadium staff to ensure pack in and pack out runs smoothly
- Coordinate any additional requirements on Tournament day

#### 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

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

##### External

- Stadium staff and security
- Suppliers and contractors
- Novotel Hotel

#### Person Specification

##### Experience

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

##### Skills

- Communication and organisation skills
- Attention to detail
- Problem solving and adaptability
- Time Management skills
- Leadership 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