

Position Title	Logistics Team Leader
Volunteer Unit	Logistics
Reports to	Rugby Operations Manager
Position Type	Behind the Scenes
Dates Required	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Times are TBC	Venue Pack In: Tuesday 21 January – Friday 24 January 2020
closer to the date	Venue Pack Out: Monday 27 – Wednesday 29 January 2020

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 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
- 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