

<b>Position Title</b>	Referee Liaison Officer (x2)
<b>Volunteer Unit</b>	Team Liaisons
<b>Reports to</b>	TLO Manager
<b>Position Type</b>	Team Support
<b>Dates Required</b> Days/Times are TBC closer to the date	Orientation Evening: Wednesday 5 December 2018, 5.30pm – 7.00pm Referee Arrivals & Tournament Week: January 16 - 25 2019 Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm Tournament Day Two: Sunday 27 January 2019, 9.00am – 10pm Team/MO/VIP Departures: January 28 2019 Times as per respective arrivals to Auckland airport and departures; Available for Referee requirements throughout week and tournament

### 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 Referee Liaison Officer is responsible for assisting the Referees of the Tournament by providing transport throughout the length of their stay in Hamilton. This includes transfers for airport, Stadium and functions.

#### Key Tasks

- Welcome Referee's upon arrival at Auckland Airport
- Provide transport for referees throughout the duration of their stay
- Assist in the coordination of functions and transport for Referees as requested
- Ensure reasonable Referee requirements for Tournament supplies and services are met
- Ensure familiarity with rooming lists, tournament office and team dining room
- Organise medical, physio and other treatments for Referees as required
- Confirm training venue details and schedules in conjunction with the TLO Manager
- Assist in the coordination of social and leisure activities for Referees as requested
- Provide interpretation skills if necessary
- Identify and report issues and incidents to the TLO Manager as soon as practically possible

#### 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

- TLO Manager
- VIP Manager
- Tournament Management
- Team Liaison Officers

##### External

- Match Referees
- Travel Company
- World Rugby / VIPs
- Hotel staff

### Person Specification

#### Experience

- Good knowledge of Hamilton and its surrounding areas, and route to/from Auckland Airport
- Good understanding of sporting environment
- Experience in a Team Liaison or Team Manager role
- Thorough knowledge of all match day procedures and venue requirements

#### Skills

- Excellent communication skills
- Flexible approach to adapt to last minute changes
- Full current Driving Licence (Car class 1)
- Confidence to safely drive a 12-seater vehicle
- 25 years or over
- Ability to undertake tasks involving heavy lifting
- Time management skills
- Problem solving and adaptability
- Ability to work as part of a team
- Approachable and friendly
- Trustworthy

### 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

### Unique Criteria

- The role involves weekend work and extended working hours during the week depending on Team movements
- Referees Liaison Officers will be responsible for the Match Official vehicle at all times during the week
- Referees Liaison Officers must be prepared to work in changing room areas as required
- Must be available to attend Liaison Officer briefing at the Orientation evening
- All information must be kept confidential and only reported back to Tournament Management or the TLO Manager
- Responsible for providing their own accommodation in Hamilton for the duration of the role
- Must be able to provide own transport to get to/from Hamilton prior to collecting minivan and after returning minivan