

Position Title	VIP Liaison Officer
Volunteer Unit	Team Liaisons
Reports to	TLO Manager
Position Type	Team Support
Dates Required Times are TBC closer to the date	TLO Meeting: Wednesday 13 th December 2017, 6pm to 8pm Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm Tournament Week: January 29 – February 5th 2018 - Times as per respective team arrival to Auckland airport and team departure; Available for VIP requirements throughout week and tournament

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 VIP Liaison Officer is responsible for assisting VIPs and other guests of the Tournament, provide transport to and from the Airport, the Stadium and to functions where required.

Key Tasks

- Meet and greet all VIPs on arrival at Auckland and/or Hamilton Airport
- Assist all VIP guests from arrival to departure with transportation
- Assist with coordinating all VIP functions
- Assist with Tournament administration as required
- Source interpreter if required
- Assist the TLO Manager with pack in of Hotel
 - Set up the TLO base
 - Assist with stocks and equipment

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
- Accreditation
- Airport Liaisons
- VIP Manager
- Tournament Management

External

- VIPS
- Hotel Staff
- Travel company
- World Rugby
- Suppliers

Person Specification

Experience

- Strong knowledge of Wellington and its surrounding suburbs
- Good understanding of sporting environment
- Experience in a Team Liaison role

Skills

- Strong 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 and must be of 25 years or over
- Ability to undertake tasks involving heavy lifting
- Time management skills
- Problem solving and adaptability
- Working as a 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
- LOs will be responsible for the Team Vehicles at all times during the week
- 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