

<b>Position Title</b>	Whiteboard Updater (x2)
<b>Volunteer Unit</b>	Field Operations
<b>Reports to</b>	HQ Coordinator
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Evening: Friday 18 January 2019, 5.30pm – 7.00pm
Times are TBC	Tournament Day One: Saturday 26 January 2019, 8.00am – 10pm
closer to the date	Tournament Day Two: Sunday 27 January 2019, 8.00am – 10pm

### 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 Whiteboard Updater is responsible for manually updating the match results on the Tournament whiteboards around the Stadium straight after final whistle of each game. This role is supported by the Tournament HQ Co-ordinator and HQ team to cover breaks.

#### Key Tasks

- Collect score sheets from HQ Runner and reproducing the official scores of pool play matches on the Tournament whiteboards around the Stadium throughout Day One.
- Reproducing the scores of matches throughout the knockout stages, on the Tournament whiteboards throughout Day Two.
- Liaise with the Tournament HQ Coordinator to coordinate breaks

#### 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

- Tournament HQ Co-ordinator
- Workforce Manager
- Rugby Operations Manager
- Tournament Management

##### External

- Hour Glass
- Stadium Security

#### Person Specification

##### Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament

##### Skills

- Reasonable level of fitness as you are walking / on your feet all day from first games final whistle to the last games final whistle
- Neat and tidy hand writing
- Time management 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