

POSITION DESCRIPTION

TITLE: Assistant Team Liaison Officer - Volunteer
DEPARTMENT: Operations
LOCATION: Team Hotel and Tournament Venue – Adelaide Oval
REPORTS TO: Events & Operations / Back of House Manager
START DATE: Monday, 28 March 2011
END DATE: Sunday, 3 April 2011
(if applicable)

Purpose of Role

The Assistant Team Liaison Officer is a volunteer position. The position has two core functions.

1. During the Tournament week, the Assistant Team Liaison Officer will be assisting the Operations Coordinator to ensure their allocated Sevens team are well supported in terms of logistics and training venue operations. This will include driving the team vehicle to training and around Adelaide as required.
2. On competition days, the Assistant Team Liaison Officer will assist the Back of House Manager with managing the back of house areas in relation to their team. The key purpose of the role on competition days is to ensure the team has everything they require and that they transition team specific areas in a timely manner.

Key Areas of Responsibility

Tournament week

- Assist the Team Liaison Officer with duties involving team logistics and training venue operations.
- In conjunction with the Team Liaison Officer, drive the team in the 12-seater team vehicle to and from training and leisure activities as required.
- Be responsible for the 12 seater outside of official role, i.e. use the vehicle to go to and from home and be able to park the vehicle overnight.

On Competition days

- Meet teams upon arrival and escort them to their designated team area
- Direct players and others around back of house areas, such as: warm-up areas, change rooms, medical and physio areas, dining area, team seating area and associated team pathways
- Ensure the stock of isotonic drinks, water, catering and ice is maintained in the designated team areas (i.e. moving stock and ice to this area)
- Ensure ice bath management (if required) is undertaken as directed by the Back of House Manager
- In conjunction with the Team Liaison Officer ensure the designated team areas are clear of equipment and rubbish
- In conjunction with the Team Liaison Officer ensure that the pre and post match change room area is clean and tidy once the team is finished and that any team equipment or clothing left in these areas is removed so that the space is ready to receive the next team/s
- Assist with other team requirements as needed

Key Outcomes

- Transport is adequate for the team ensuring the team arrive at training venues and leisure activities as advised by the Team Liaison Officer.
- The seamless movement of teams through different transition areas so that there is not a negative impact on other teams or the running of the tournament.
- Team specific areas are kept clean and tidy and fluid stock levels maintained for the teams to an agreed level
- Run sheet timings are met
- Team satisfaction with facilities and resources



Knowledge, Skills and Behaviour Required

- Strong knowledge of Adelaide and surrounds
- Strong understanding of the professional needs of rugby teams
- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- The ability to work as part of a team to ensure the Teams/ Athletes expectations are met
- Driving Licence (Car class - C). Confidence to safely drive a 12-seater vehicle and be of 25 years of age or over
- Ability to undertake tasks involving heavy lifting
- Personal mobile phone required
- Ability to park a 12 seater vehicle in adequate off street parking for the duration of the tournament week

Major Interactions

- Team Liaison Officer and Team Manager
- Events & Operations & Back of House Manager

Unique Criteria

- The position will mainly be “on-call” based on proposed team movements. Therefore the applicant will be required to reside or have accommodation in Greater Adelaide for the tournament week.
- The position will involve weekend work and flexible working hours during the week depending on team movements.
- Assistant Team Liaison Officers will be responsible for the Team vehicle at all times during the week including parking the 12-seater vehicle at their personal residence.
- Assistant Team Liaison Officers must be prepared to work in change room areas of teams on competition days as required.
- Attendance at Liaison Officer Training at the end of March 2011 (Date/time TBC)
- Each Assistant Team Liaison Officer will be provided with a daily per diem to cover mobile phone calls, uniform (items and quantities TBC) and 2 General Admission tickets to each day of competition.
- Meals and drinks will be provided during the week at the team hotel and on each day of competition as applicable.

