

POSITION DESCRIPTION

TITLE: Judicial Liaison Officer - Volunteer
DEPARTMENT: Operations
LOCATION: Tournament Venue – Adelaide Oval
REPORTS TO: Match Manager
START DATE: Saturday, 2 April, 2011
END DATE: Sunday, 3 April, 2011
(if applicable)

Purpose of Role

The Judicial Liaison Officer role is a volunteer position. The main purpose of this role is to ensure that the Judicial Officer is supported in their role by providing administrative and technological assistance at the Judicial hearings.

Key Areas of Responsibility

- Determining (with Judicial Officer and Match Manager) the time of the Judicial hearings
- Assist the Judicial Officer with technology during hearings
- Typing up the Judicial hearing decisions as they are passed down
- Distribution of the hearing decisions to all that require the information
- Ensure the Judicial Hearing room is stocked with drinks as required
- When Judicial Hearings are not being conducted, assistance may be required by the Citing Commissioner Liaison Officer

Key Outcomes

- Judicial hearing process runs smoothly
- Judicial hearing decisions are typed accurately and timely and passed on to constituents as required
- Judicial Hearing room is stocked with drinks as required

Knowledge, Skills and Behaviour Required

- Strong administrative skills including strong typing ability
- Strong understanding of the Sevens discipline of Rugby Union
- Knowledge of the Laws of the Game in regards to Citing and Judicial matters (IRB Regulation 17)
- Strong attention to detail
- Strong communication skills
- Ability to use Judicial Hearing room technology (TV, DVD, Dictaphone – the successful applicant will be taught how to use these devices)

Major Interactions

- Judicial Officer
- Citing Commissioner
- IRB Referee Manager
- Match Manager
- Team Managers and players

Unique Criteria

- As Hearings are based on player indiscretions on field, workload may be sporadic at times.
- The Judicial Liaison Officer will be provided with a uniform (items and quantities TBC) as well as 2 General Admission tickets to each day of competition.
- Meals and drinks will be provided on each day of competition as applicable.

