

POSITION DESCRIPTION

TITLE: Tournament Results Office Manager - Volunteer
DEPARTMENT: ARU Operations
LOCATION: Tournament Venue – Adelaide Oval
REPORTS TO: Events & Operations
START DATE: Saturday, April 2, 2011
END DATE: Sunday, April 3, 2011
(if applicable)

Purpose of Role

The Tournament Office Manager is a volunteer position. The success of the tournament revolves around the accurate recording and timely distribution of results to numerous constituent groups. You will be responsible for the management of the overall results capture and distribution process. This role will suit an individual who thrives on working to tight deadlines and has an appreciation of the fast paced nature of a tournament of this kind.

Key Areas of Responsibility

- Operational liaison with Results Company Manager
- Management of Results Office staff and Results Distribution Team
- Refinement of Results Office processes as required

Key Outcomes

- The timely and accurate capture, collation and distribution of agreed match statistics and results to constituent groups

Knowledge, Skills and Behaviour Required

- Time orientated and experience in working to deadlines is essential
- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- Experience in working with and managing volunteer staff
- The ability to have a flexible approach ensuring issues can be resolved in a timely fashion
- Experience in implementing and managing processes in an event environment would be considered desirable

Major Interactions

- Contracted Results Provider
- Media and ARU Operations Functional Areas

Unique Criteria

- The position will involve working Saturday and Sunday with extended working hours on these days.
- Attendance at a Venue Specific Training day in the week commencing March 28, 2011 (Date TBC).
- The Tournament Office Manager will be provided with a uniform (items and quantities TBC) as well as 2 GA tickets to each day of competition.
- Meals and drinks will be provided on each day of competition as applicable.

