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| TITLE OF POSITION IT and Telecommunications Manager |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO LOC Chief Executive Officer, Operations Director |
| DATE CREATED |

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| PURPOSE |
| To provide an adequate IT solution to be used in accordance with the terms and conditions, to be fully operational not only for the event but also for all related events including but not limited to draws, seminars and workshops. |
| KEY RESPONSIBILITIES |
| 1. To ensure that all systems are interoperable among each other and with other systems as further specified. 2. For certain systems (i.e. Security & Immigration) to produce data extracts and reports. 3. For all systems to have state-of-the-art security measures to guarantee the highest possible level of IT security. 4. To liaise directly with the Event IT Manager to ensure complete delivery of IT and Telecommunications requirements at both HQ and Venues. 5. To appoint and manage the four Venue IT Managers. 6. To source telephone and IT solutions for requirements. 7. To source office equipment, printers, copy machines, work stations, telephone, and internet access for HQ and venue offices. |
| CORE CAPABILITIES |
| The core capabilities, linked to our company values, are applicable for each role at LOC. All LOC staff are to display the following qualities :-  Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated |

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| Delegations of Authority |  |
| Capital Expenditure | $ |
| Operational Expenditure | $ |
| Authorisation to Hire |  |
| Authorised to sign Contracts | $ |

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| Contract Details |  |
| Contract Term |  |
| Contract Payment |  |

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DIVISION: General Administration DEPARTMENT: LOC

DIVISION: DEPARTMENT: