DIVISION: Operations DEPARTMENT: Competitions

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| TITLE OF POSITION Team Services Manager |
| BUSINESS UNIT Local Organising Committee (LOC) |
| REPORTS TO Operations Director |
| DATE CREATED |

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| PURPOSE | |
| To oversee and manage the Team Liaison Officers movements and to manage centrally any issues that may arise. | |
| KEY RESPONSIBILITIES | |
| * To select, appoint and train the Team Liaison Officers in all aspects of their role * To schedule the Team Liaison Officers so as they know where they need to be and when to provide service to their allocated team * To actively manage the Team Liaison Officers throughout the competition * To work with the Team Services Coordinator throughout the competition to ensure any issues are dealt with quickly and consistently * To liaise with other Coordinators or Supervisors as necessary (e.g.: Transport, Accommodation, etc.) to enable issues to be resolved * To ensure all training sites meet the requirements in association with the Team Services Coordinators | |
| 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 values : Credible, Competitive, Ambitious, Passionate, Committed, Inclusive and Community Orientated | |
| CORE SKILLS |  |
| * Team management/supervision * Organisation | * Communication * Problem Solving |

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| Delegations of Authority (if applicable) |  |
| Expenditure | $ |
| Authorisation to hire/sign contracts |  |

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| Contract Details |  |
| Contract Term |  |

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| Responsible For: |  |
| Team Liaison Officers | |

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