

Job Description



TITLE OF POSITION:	Events Coordinator
POSITION TYPE:	Permanent, Full Time Employee
TEAM:	Events
REPORTS TO:	Senior Events Manager
LOCATION:	Auckland
DATE ESTABLISHED:	August 2018

AIM OF NZC
<p>Cricket is New Zealand's premier summer sport with 170,000 people currently playing the game, making it one of the most widely played sports in the country.</p> <p>NZC's vision is focused on ensuring cricket is a game that can be played anywhere, by anyone. Whatever their circumstances, New Zealanders will be given every reason to celebrate and engage with cricket as their game.</p> <p>We have a high-performance culture, underpinned by quality people, systems and facilities, helping to produce winning BLACKCAPS and WHITE FERNS who inspire the nation and represent the best of New Zealand's values and culture.</p> <p>Cricket is one family, with quality and consistency that nurtures the game at all level and provides pathways towards success on the international stage. NZC takes a global approach and perspective to our activities for the betterment of the game in New Zealand.</p> <p>We're a passionate and enthusiastic organisation committed to living and breathing our purpose: connecting New Zealanders through our spirit of cricket.</p>

PURPOSE OF THE POSITION
<p>The purpose of this role is to support with the planning and delivery of NZC events to achieve world class standards in venue operations and event delivery.</p> <p>The Events Coordinator will support the Events team and contribute to the continuous evolution of venue and event operations project planning, helping to improve stakeholder integration as part of the Integrated Venue Planning (IVP) process.</p> <p>The Events Coordinator will be responsible for supporting with the planning and delivery of all NZC events, including BLACKCAPS and WHITE FERNS international matches, and where required; season launches, commercial sponsor events, team appearances, corporate hospitality and the annual awards night.</p>

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
<i>Strategy</i>	<ul style="list-style-type: none"> Establish and maintain strong working relationships with all event stakeholders, including NZC Functional Areas (FAs), MAs, venue authorities, local councils, host cities, government agencies, the ICC, international teams, partners, sponsors and suppliers. Support the NZC Commercial, Community and Marketing & Communications teams to plan and activate initiatives to deliver against NZC's Strategic Plan and position the organisation as a leader in event management.
<i>Project planning</i>	<ul style="list-style-type: none"> Provide input, ideas and support in the management and continuous evolution of venue and event operations project planning; Support and coordinate the integration of NZC planning documentation to align NZC process and procedure with MA, venue authority and local council requirements and vice versa; Document match day requirements, including event plans, runsheets and briefing documents as part of the NZC checklist for venue and event operations; inclusive of minimum standard requirements as stipulated by the International Cricket Council; Support in the evaluation and assessment of venue and event operations as part of season reviews.

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TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
<i>Relationship Management</i>	<ul style="list-style-type: none"> As the Events Coordinator, act as a relationship manager with all stakeholders involved in the delivery of NZC venues and events, including but not limited to; MAs, venue authorities, local councils, partners, sponsors and suppliers; Maintain clear, concise and timely communications with event stakeholders, and ensure the IVP process provides an efficient framework for all parties to scope, collaborate, implement and execute venue and event operations with a 'one team' integrated approach;
<i>Event Delivery and Operations</i>	<ul style="list-style-type: none"> As the Events Coordinator, support and coordinate tasks associated with the following venue and event delivery workstreams: <ul style="list-style-type: none"> Accreditation Broadcast Catering Cricket Operations Event Presentation Health and Safety Hospitality Media Medical Security Signage Ticketing Venue Operations
<i>Health and Safety</i>	<p>Provide guidance and assist in matters relating to Health and Safety by understanding and implementing the requirements of the Health and Safety at Work Act, and NZC's policy and procedures. This includes:</p> <ul style="list-style-type: none"> implementing and maintaining NZC's safe working practices and procedures within your team and leading by example in all areas of health and safety; ensuring team members understand, and comply with, any reasonable policy or procedure given by NZC; ensuring team members participate in Health and Safety training, meetings and events when required; encouraging team members to be actively involved in hazard and risk identification, assessment and control; following all reasonable health and safety rules and instructions; taking reasonable care for your own health and safety at work and the health and safety of others; taking reasonable care that your acts (or omissions) do not adversely affect the health and safety of yourself or others; co-operating with any reasonable policy or procedure from NZC, including wearing any necessary personal protective equipment and clothing; reporting any potential or actual risks, injuries, work-related illnesses and incidents (including near misses) so NZC can investigate and eliminate or minimise harm or risk of harm.

WORKING EXPERIENCE:
<ul style="list-style-type: none"> Proven experience in an event coordination role, preferably but not necessarily sports, with 2-3 years' experience Experienced in working with stakeholders, including but not limited to, venue authorities, councils (or similar) and national or international sport bodies Knowledge of venue and/or match day operations, either at venues in New Zealand or overseas Proven ability to work in a deadline driven, pressurised and public environment

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SKILLS AND KNOWLEDGE:	
<i>Technical Skills (Specific Job Skills)</i>	<ul style="list-style-type: none"> Meticulous, detailed planner who brings a structured approach to planning and delivery Is a strong communicator, comfortable in presenting and leading discussions at all levels
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> A working knowledge of product and services provided by NZC Has event planning and delivery experience, preferably in sporting environment
<i>Office Skills</i>	<ul style="list-style-type: none"> Competent in the use of current Microsoft Office products particularly Outlook, Word and Excel Maintains a high degree of accuracy in management of documentation Knowledge of office procedures and equipment
<i>Commercial Skills and Knowledge</i>	<ul style="list-style-type: none"> Understands the nuances of event operations and can navigate stakeholder relationships to instil a 'one team' approach to delivery Appreciates the subtle differences between all stakeholders and has the event acumen to achieve results through reliable and consistent relationship management
<i>General Managerial Abilities</i>	<ul style="list-style-type: none"> Strong interpersonal skills, and a demonstrated track record of coordinating event delivery Proven resilience under pressure with the ability to evaluate information, identify issues and formulate solutions in a timely manner An astute project coordinator with outstanding attention to detail, underpinned by an ability to prioritise workloads in a deadline-driven environment

QUALIFICATIONS
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> Tertiary qualified in Event, Venue and/or Sports Management or other relevant management qualifications Must be legally entitled to work in New Zealand Driver's Licence

PERSONAL ATTRIBUTES:
<ul style="list-style-type: none"> Commitment to NZC brand, culture and Values Positive and enthusiastic attitude Highly developed relationship management skills with and ability to understand and manage political sensitivities Must be able to travel domestically A flexible attitude to working, willing to work evenings and weekends, understands cricket is a seasonal sport where seasonal variations are required to get the job done Passionate about sport, and in particular cricket Has a sense of humour A team player with absolute commitment to the "bigger picture" and obtaining the best results for NZC Strong written and verbal communication skills

Delegations of Authority	
Operational Expenditure	As per Delegated Authority Levels within NZC Board Manual and Delegated Cost Centre Managers list held by Finance
Authorisation to Hire	No
Authorised to sign Contracts	No

Responsible For / Relationships:

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No. of Staff	0
Internal relationships	All NZC staff
External relationships	MAs, venue authorities, local councils, event delivery partners – including providers of broadcast, hospitality, medical, security, signage and ticketing services – plus international and domestic players and team support staff, ICC officials, New Zealand government officials and agencies

Signature of Job Holder

Date signed