

# WOMEN'S CRICKET 2021

## HOST CITY MANAGER

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Reporting to: Head of Stakeholder Relations

Team: Stakeholder Relations

Location: Auckland

Term: Fixed Term, Full Time

### WHO WE ARE

In 2021, New Zealand will host the ICC Women's World Cup for the 3<sup>rd</sup> time, and the 12<sup>th</sup> instalment overall. This is the pinnacle of women's cricket globally and an opportunity for you to join the team behind the tournament. In 2017 over 180 million people watched the tournament, and this audience will increase in 2021 with all the matches broadcast live for the first time. It is set to be the largest women's sporting event held in New Zealand, at the forefront of women's sport, and specifically women's cricket globally.

### OUR VISION

Our vision for the tournament is to 'Own the moment and lead the change', through the following objectives:

- Connect with the world
- Entertain the world
- Inspire the world
- Excellence in our world

### WHERE YOU FIT

The Host City Manager is part of the Stakeholder Relations team and will work closely with the Head of Stakeholder Relations, and wider team, to deliver the event to ICC and Local Organising Committee (LOC) requirements. You will be primarily responsible for coordinating all interactions with cities and ensuring activities are delivered in line with tournament requirements. Key coordination areas will include city activation, community engagement, legacy initiatives, host volunteers and transport co-ordination, and as such you will work closely alongside any regional or city coordination groups established in the host cities. You will also have relationships with all internal functional areas, and external stakeholders including the ICC, NZC, NZ cricket network, venues and suppliers.

### YOU'LL LOVE THIS JOB IF ...

- You are passionate about cricket or sport
- You are a natural problem-solver and self-starter
- You have strong communication and listening skills
- You are highly organised and can plan and prioritise your time
- You are calm and pragmatic under pressure
- You strive to go above and beyond expectations

### **SPECIFICALLY, IN THIS ROLE YOU'LL BE ...**

- The primary liaison with host cities and coordinating with all relevant groups to ensure proactive sharing of information between these groups, the ICC, LOC and host cities
- Building and maintaining strong working relationships with city and coordination groups, government agencies to facilitate any and all tournament related programmes
- Implementing the strategy for the operation and activation of city activities such as city theming, engagement activities and city volunteer programmes
- Developing an operating plan for airports including requirements for services, arrival and departure phases, scoping and reviewing airports and airport operating environments
- Communicating with airport management during the tournament and providing support to functional departments with airport deliverables and dependencies
- Developing appropriate working relationships with stakeholder to oversee additional city transport plans for other forms of travel and transport

### **ADDITIONALLY, YOU WILL ALSO BE ...**

- Identifying and managing risks and proactively taking part in the overall risk management strategy
- Providing detailed and timely reporting on progress with strategy, budget, timelines, risks etc.
- Striving for world class standards across all areas for operational excellence
- Collaborating in cross organisation project teams and ensuring the needs of all areas are considered
- Developing budgets and assisting in the development of the department budget
- Managing all areas of expenditure within budget and highlighting any issues as necessary
- Achieving cost savings where possible and ensuring WWC2021 is efficiently run
- Managing and maintaining relevant internal relationships through all stages of operations
- Developing and maintaining key external stakeholder and third-party partnerships
- Nurturing these functional relationships and fostering a spirit of teamwork and cooperation

### **YOU'LL HAVE ...**

- Experience and success working with cities in project or event environment
- Demonstrated understanding of the regional urban landscape and requirements
- Understanding of project management and managing budgets
- Strong skills in developing and maintaining positive external relationships
- Sound experience in risk management, identifying issues and finding solutions
- The legal entitlement to work in New Zealand

### **YOU'LL RECEIVE ...**

- A competitive salary, 20 days annual leave and KiwiSaver contributions
- Fresh fruit delivery twice a week, and drinks and snacks on a Friday afternoon
- Annual flu injections and access to the Employee Assistance Programme (EAP)