



POSITION OVERVIEW

TRANSPORT COORDINATOR

OVERVIEW

Rugby World Cup is the third largest sports event in the world. The inaugural tournament took place in 1987 and it is held every four years. In 2007 the tournament was held in France and enjoyed a cumulative worldwide audience of over three billion.

Rugby World Cup 2011 (RWC 2011) will take place in New Zealand over a seven week window in September and October 2011 with the Final held at Eden Park on Labour Day weekend 22-23 October, 2011.

The New Zealand Rugby Union (NZRU) was selected as the Host Union for RWC 2011 by the International Rugby Board (IRB) Council in November 2005. Rugby New Zealand 2011 Limited (RNZ 2011) was established in June 2006 and is the organisation responsible for the planning and delivery of RWC 2011 in New Zealand on behalf of its shareholders, the NZRU and the New Zealand Government.

In order to manage Rugby World Cup Tournaments, the IRB has created a separate entity, Rugby World Cup Limited (RWCL). RWCL is responsible for the following tournaments: Rugby World Cup, Women's Rugby World Cup, Rugby World Cup Sevens for both men and women, and the qualification events for these tournaments. RWCL has a separate governance structure including decision making authority over all aspects of the Rugby World Cup except for the selection of the Host Union which is decided by the IRB Council.

The Tournament format for 2011 was reaffirmed on Friday 30 November, 2007 at a meeting of the IRB Council, which had undertaken a review of the format, including the number of participating teams. RWCL has announced that 20 teams will participate in the finals of RWC 2011 and the number of automatic qualifiers has increased from eight to 12 based on their standings from RWC 2007. The 12 teams who automatically qualified for RWC 2011 are South Africa, England, Argentina, France, Australia, New Zealand, Scotland, Fiji, Wales, Ireland, Tonga and Italy.

As part of its "Stadium of Four Million" promise, RNZ 2011 is working with regions and communities throughout New Zealand to play host to the 20 teams. Thirteen venues have been chosen to host pool matches. The semi-finals, Bronze Final (play-off for third and fourth place) and the Final will be held in Auckland, with Wellington and Christchurch each hosting two quarter-final matches. The team bases were confirmed

toward the end of 2009, with 23 cities and towns due to host teams over the course of the Tournament.

RNZ 2011 staff numbers presently stand at approximately 75, located at the RNZ 2011 business premises in Wellington. While the final staffing structure has not yet been confirmed, RNZ 2011 anticipates a phased recruitment build-up with a final phase over the 12 months leading into the Tournament. As a guide only, RWC 2007 held in France, had around 160 full-time staff with more than 100 coming on-board during 2006/07.

RNZ 2011 now requires a **Transport Coordinator**, a unique opportunity to be part of the team that will shape and deliver New Zealand's largest ever sporting event.

THE ROLE

Reporting to the Transport Manager, the Transport Coordinator will be responsible for the planning, coordination and delivery of regional ground transport services for RWC 2011. The role will primarily focus on provision of fleet and coach transport services to key RWC 2011 participants, including Teams, VIP's, Tournament Officials and some workforce.

The successful candidate will ideally have New Zealand traffic and transport management experience. International event transport planning experience would be an asset, or proven experience working in a fast-paced, multi-level, project based environment with an emphasis on timelines.

This role will work with a wide variety of internal and external stakeholders so the ability to communicate effectively and build relationships quickly is important. The role requires a high level of attention to detail and a willingness to go the extra mile.

Proven computer skills, specifically Microsoft Project, Word, Excel and PowerPoint are also required to be successful in this role.

This is a chance to be involved with one of the largest sporting events that New Zealand will ever see. If you have what it takes, we would like to hear from you.

Key Results Areas:

	Expected Performance Outcomes:
Regional Transport Coordination	<ul style="list-style-type: none">• Scopes, plans and coordinates Transport services for nominated Tournament participants in assigned regions• Contributes to the development of the RNZ 2011 Tournament Transport Network Plan• Ensures Transport services are booked and confirmed with contracted suppliers and communicated to RNZ 2011 stakeholders• Liaises with contracted suppliers• Understands the operating environment in assigned regions• Develops Route Plans

	<ul style="list-style-type: none"> • Schedules Transport services as required • Assists in Transport Volunteer recruitment and rostering processes • Analyses service deliverables against resources and service levels • Scopes equipment required to deliver services in assigned regions • Develops a Transport Communications Plan for the tournament delivery phase
Regional Transport Delivery	<ul style="list-style-type: none"> • Implements Transport operational plans • Provides ongoing support to regional Fleet Centres during the tournament delivery phase • Coordinates coach booking requirements with supplier • Works closely with functional area managers and coordinators to ensure workforce requirements are met • Provides advice and resolves local Transport issues • Volunteer management / supervision in match and non-match venues
Transport Project Management	<ul style="list-style-type: none"> • Undertakes and delivers projects to support Transport outcomes • Manages time effectively to ensure projects are delivered within timelines
Risk Management	<ul style="list-style-type: none"> • Contributes to the development of the Transport Risk Register • Contributes to the development of the Transport Contingency Plan • Participates in desktop scenario testing • Is an advocate for proactive and practical Transport risk management
Policy and Procedure	<ul style="list-style-type: none"> • Assists in the development of Transport Policy and Procedures • Reviews other functional area policy to ensure Transport planning reflects applicable content and legislative or regulatory requirements
Transport Service Levels	<ul style="list-style-type: none"> • Ensures Transport stakeholders receive appropriate services according to the Transport Service Level Agreement
Travel Services Group	<ul style="list-style-type: none"> • Supports the Travel Services Group incorporating RNZ 2011 Air, Accommodation and Transport functions • Liaises with contracted Transport suppliers to confirm reservation requirements • Operates within the Change Control Management system • Ensures data integrity between the RNZ 2011 Tournament Management System and supplier booking systems
Integrated Planning	<ul style="list-style-type: none"> • Engages with RNZ 2011 functional areas to integrate Transport planning into the overall operational planning for the tournament • Integrates Transport planning with the Match Venue Traffic Management Plans • Integrates Transport planning with the wider regional Traffic

	<p>Management Plans</p> <ul style="list-style-type: none"> • Attends Transport team meetings • Attends Match Services meetings to incorporate planning updates into Transport plans and report Transport planning updates • Attends meetings off site if required
Transport Testing	<ul style="list-style-type: none"> • Contributes to the development of the Transport Testing Programme • Participates in Transport test events
Transport Volunteer Training	<ul style="list-style-type: none"> • Contributes to the development of Transport Volunteer training modules and role-specific materials • Engages with the RNZ 2011 Training functional area to optimise learning path outcomes and participate in pilot exercises • Develops Environmental Summaries for the Transport functional area • Provides support to the Training functional area during the Training phase • Delivers role-specific Transport training to Volunteers in classroom and live environments
Relationship Management	<ul style="list-style-type: none"> • Develops positive relationships with Transport team members and RNZ 2011 staff to optimise Transport project goals and integrate planning • Develops positive relationships with suppliers and third parties to facilitate effective communication and realise opportunities to enhance outcomes
Organisational Contribution	<ul style="list-style-type: none"> • Understands the deliverables of internal and external Transport customers and contributes to success through cooperative processes • Suggests opportunities for optimising the performance of the Transport functional area in the New Zealand operating environment
General	<ul style="list-style-type: none"> • Models RNZ 2011 values and expected behaviours • Undertakes other duties/projects as determined by the Transport Manager to meet organisational objectives

Reporting Relationships:

This job reports to: Transport Manager

This job's direct reports are: Not applicable

Key Relationships will include:

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|-----------------|---|
| Internal | <ul style="list-style-type: none">▪ Transport Coordinators▪ Project Administrator – Travel Services▪ Functional area Operations Managers and Coordinators |
| External | <ul style="list-style-type: none">▪ Regional Traffic and Transport Stakeholders▪ Suppliers▪ Third Parties |

Attributes, Qualifications and Experiences considered desirable for the role:

The following is a list of desirable attributes, qualifications, skills and experiences:

Qualifications and Experience	<ul style="list-style-type: none">• New Zealand Traffic and Transport management experience• Previous major event Transport Coordinator experience preferred• Relevant tertiary qualification• Advanced knowledge of Microsoft Project, Word, Excel, PowerPoint• A full Class 1 drivers' licence is required for this role. It must remain valid in New Zealand for the duration of employment with Rugby New Zealand 2011.• Proven experience in developing transport operational plans as well as project management experience• Proven internal and external relationship management experience• Proven experience in leading and supervising diverse teams• Experience in working with a wide variety of stakeholders and ability to communicate effectively with senior levels of management
Personal Attributes	<ul style="list-style-type: none">• Excellent people skills, able to adopt a variety of approaches to interact professionally with a variety of people and requests• Excellent organisational skills, able to juggle conflicting priorities professionally and cope effectively under pressure• Ability to work well within a team and build successful working relationships• Strong customer service orientation• Excellent analytical ability• Willingness to take ownership and be held accountable• Ability to be an independent-thinker and contribute to the decision-making process• Excellent communication skills, written and oral• Good sense of humour and high energy levels• Good initiative and flexibility• Sound business acumen• Ability to resolve problems with minimum impact

	<ul style="list-style-type: none"> • Awareness of confidential nature of material • Willingness to go the extra mile when required
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Start Date:

It is envisaged the successful candidate will commence in Wellington during October 2010. At the time of applying candidates are invited to indicate their required notice period and earliest commencement date.

Remuneration:

The remuneration package will be structured to attract high quality candidates.

At the time of applying candidates are invited to indicate their current remuneration package and remuneration expectations.

Relocation:

No relocation costs will apply to this position.

Annual Leave:

The successful candidate will be entitled to four weeks annual leave on pay and consistent with the statutory entitlements under the Holidays Act 2003.

Please note that applicants must be legally entitled to work in New Zealand.

IMPORTANT INFORMATION FOR CANDIDATES – KEY DATES:

RNZ 2011 Limited intends to commence the screening and interview process immediately after applications open. Please note if you are intending to apply please do so as soon as possible rather than waiting until the close date.

The schedule below is an indication only, with RNZ 2011 reserving the right to amend if necessary:

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|-------------------------|---|
| 25 August 2010 | - Position opens |
| 5 September 2010 | - Position closes |
| Late September | - Selection interviews |
| Late October | - Start date (subject to notice & availability) |

Applications:

Expressions of interest should be forwarded by **5pm, Sunday 5 September 2010** to RNZ 2011 Limited, preferably with a short letter of introduction and an accompanying CV of no more than 6 pages, merged as one file. Candidates should also complete and attach the ***Rugby New Zealand 2011 Expression of Interest Form*** that is located on RNZ 2011's website.

This information should be sent electronically to recruitment@rugbynz2011.com with

the subject identifier of the email to be formatted as follows:
100826 - <<Your Name>>

Enquiries:

In the first instance general enquiries should be directed to Craig Plested, Human Resources Advisor, on +64 4 816 1271 or via recruitment@rugbynz2011.com

All enquiries and applications will be treated in confidence.