



## Role Profile

<b>Job Title:</b>	<b>Sport Competition Manager (Sport Specific)</b>
<b>Department:</b>	Sport
<b>Responsible to:</b>	General Manager, Sport Competition
<b>Line managed by:</b>	<p>Sport Competition Cluster Manager</p> <p>The Sport Competition Cluster Managers are responsible for the day-to-day co-ordination of competition planning for their designated sports and as such will have line management responsibility for the Sport Competition Managers in those sports. Due to the complexity, scope, span and scale of the roles, the General Manager, Sport Competition will also play an active part in supporting all team members on tactical and strategic issues.</p>
<b>Direct Reports:</b>	Depending on sport – Assistant Sport Competition Manager, Technical Operations Co-ordinator, Sport Specific Co-ordinator (structure to be confirmed).
<b>Job Purpose:</b>	The Sport Competition Manager is responsible for planning, organising, managing and conducting the Sport competition and related services, as it pertains to the designated sport, at the Glasgow 2014 Commonwealth Games.
<b>Date:</b>	5 November 2012
<b>Grade:</b>	Manager

<p><b>Key Responsibilities</b></p>	<p><b>Key Objectives:</b></p> <ul style="list-style-type: none"> <li>• Lead on the Sport Competition Operational planning for the designated sport, ensuring that the Sport competition is organised and conducted in accordance with International Federation (IF) rules and regulations and the Commonwealth Games Federation (CGF).</li> <li>• Manage the operation of the competition field of play, athlete warm-up and preparation areas at the Sport venue and designated training venues.</li> <li>• Work with other Glasgow 2014 Functional Areas to ensure the co-ordinated delivery of the sport competition.</li> <li>• Contribute to the development and finalisation of the Competition Schedule, in relation to identified sport specific competition elements.</li> <li>• Co-ordinate the delivery of the official timing, scoring and results systems for the Sport, in conjunction with the Technology Functional area.</li> <li>• Assist in the organisation and implementation of the Glasgow 2014 testing and readiness programme for the designated sport. For some sports this may include an opportunity to work with partners on designated test events for the Games.</li> <li>• Provide regular updates, reports and communication to the IF.</li> <li>• Assist the preparation of the Sport component of the Glasgow 2014 Sport Competition Manual/s, Team Handbook and Technical Handbook and other relevant publications and operational documents.</li> <li>• In conjunction with the IF Technical Delegate, confirm sport equipment required for the Sport Competition and training venues and support</li> </ul>
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	<p>procurement processes and installation and management at Games time.</p> <ul style="list-style-type: none"> <li>• Provide sport specific input and requirements into the venue planning and operations for each competition and training site.</li> <li>• In consultation with the IF Technical Delegate confirm the number of Technical Officials and Volunteers required and define the responsibilities for each role.</li> <li>• In conjunction with the IFs and Scottish/UK Governing Bodies, support the identification and selection of the Sport International and National Technical Officials.</li> <li>• In consultation with the IF Technical Delegate, support the implementation of a training programme for the Sport Technical Officials, including Games time technical rehearsals.</li> <li>• Play an integral role in the organisation and implementation of orientation and briefing sessions for all staff, IF representatives, Technical Officials, Volunteers and Team Leaders prior to the commencement of the Sport competition at Games time.</li> <li>• Ensure all Glasgow 2014 Sport Competition assets are properly secure and maintained.</li> <li>• Contribute to the development of sport specific policies and procedures and ensure all Games wide policies and procedures are implemented at Games time.</li> <li>• Prepare written and statistical material for inclusion in the Official Report of the Glasgow 2014 Commonwealth Games.</li> </ul> <p><b>Reporting Relationships:</b></p> <ul style="list-style-type: none"> <li>• Foster relationships and maintain communication with the Sport Department's key stakeholders, including the IF and associated Scottish/UK Governing Bodies to obtain all sport specific technical sanctions and approvals.</li> <li>• Source technical and sport specific information from sport bodies as required and provide to Games Functional Areas to contribute to their Games wide planning.</li> <li>• Liaise with the IF to keep abreast of changing competition requirements and planning to ensure sign off of each competition area at Games time.</li> <li>• Responsibilities of this role will evolve during the lifespan of the Organising Committee and it is likely that the role profile will evolve with the changing needs of The Games.</li> </ul>
<p><b>Key accountabilities</b></p>	<p><b>People</b></p> <ul style="list-style-type: none"> <li>• Lead on the finalisation of an appropriate organisation structure and appropriate staffing levels for the conduct of the sport competition.</li> <li>• Play a key role in the recruitment of a suitably qualified and experienced Sport Competition team.</li> <li>• Lead on the training and management of the sport specific workforce (staff and volunteers) on a day-to-day basis.</li> <li>• Motivate, develop and support staff according to the Glasgow 2014 Workforce strategy, policies and procedures.</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Be active in the development and on-going review of the Sport Budget (in relation to Sport Competition), regularly identifying possible operational and financial efficiencies.</li> <li>• Contribute to the management of all aspects of the Sport Competition budget allocation, seeking to maximise identified service levels within agreed budget allocations.</li> </ul> <p><b>Programme Management, Control, Accountability &amp; Reporting</b></p>



	<ul style="list-style-type: none"> <li>• Establish, manage and deliver relevant Sport Competition milestones and project plans and related reporting, in line with the Games-wide project plan.</li> <li>• Manage the documentation and collection of key Sport Competition information required for the Transfer of Games Knowledge, as required by the CGF and defined in Games Manuals.</li> </ul>
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<p><b>Knowledge and Experience :</b></p> <ul style="list-style-type: none"> <li>• A strong working knowledge of sport competition, event management and operations and logistics at a national and international level, to effectively deliver all sport specific competition elements at Games time.</li> <li>• A minimum of five years' experience in sport competition or event management.</li> <li>• A broad knowledge of the relevant sport specific integration factors in a multi-sport Games environment.</li> <li>• Knowledge of the IF rules and regulations, of the sport applied for, in a multi-sport Games environment.</li> <li>• Knowledge of the CGF constitution and agreements concerning the conduct of the Glasgow 2014 Commonwealth Games.</li> <li>• Knowledge of the CGF qualification system as they relate to the sport at the Glasgow 2014 Commonwealth Games.</li> <li>• A broad knowledge of the Commonwealth Games movement and sport in general.</li> <li>• Previous experience of multi-sport Games is also desirable.</li> </ul>	<p><b>Specialist Skills :</b></p> <ul style="list-style-type: none"> <li>• Proven people management and leadership skills.</li> <li>• Project management skills and experience within the sport and event sector, involving large scale budgets, training of others and complex tasks.</li> <li>• Practical experience in sport specific programming and operational elements.</li> <li>• Understands <i>Sport</i> venue layout, systems and operations.</li> <li>• A Degree or Diploma in Sports or Event Management is desirable.</li> <li>• Competent computer skills (Microsoft).</li> </ul>
<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate direction with a clear vision of success.</li> <li>• Ability to work both independently with minimum supervision and cooperatively within a team situation.</li> <li>• Gets to know the team professionally and personally.</li> <li>• Inspires and motivates others.</li> <li>• Considers impact of decisions on individuals, the wider organisation and commercially.</li> <li>• Focuses on continual improvement</li> <li>• Delegates effectively and enables others to achieve.</li> <li>• Focuses on what is best for the team/organisation</li> </ul>	<p><b>Building Relationships &amp; Networking:</b></p> <ul style="list-style-type: none"> <li>• Builds co-operative and positive relationships with internal and external stakeholders.</li> <li>• Builds credibility, respect and trust with others through depth of understanding and knowledge.</li> <li>• Makes a real effort to understand others roles and objectives.</li> <li>• Considerate and respectful towards others.</li> <li>• Communicates regularly with key individuals to ensure continuity of information</li> <li>• Collaborates effectively to ensure delivery of mutual objectives</li> <li>• Uses judgement to assess levels of risk</li> <li>• Fair and objective approach</li> <li>• Driven by organisation values</li> </ul>

<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate clearly and concisely.</li> <li>• Shares knowledge and information with others.</li> <li>• Open and transparent.</li> <li>• Embraces and absorbs new information.</li> <li>• Generates ideas to improve processes and create efficiencies</li> <li>• Prepared to challenge information and bureaucracy</li> <li>• Able to adapt style of communication and approach, as appropriate.</li> </ul>	<p><b>Delivers Results:</b></p> <ul style="list-style-type: none"> <li>• Displays a clear vision and knows what they want to achieve.</li> <li>• Highly organised with attention to detail.</li> <li>• Plans ahead and manages time effectively.</li> <li>• Embraces change and encourages others to do so.</li> <li>• Takes accountability and ownership of tasks and problems.</li> <li>• Tenacious and seeks to overcome obstacles and challenges.</li> <li>• Meets milestones and is committed to achieving a positive result.</li> <li>• Provides creative and innovative solutions.</li> <li>• Able to assess situations, analyse information and make informed decisions.</li> <li>• Prepared to make difficult decisions and stick by them.</li> <li>• Provides quality work that is fit for purpose.</li> </ul>
<p><b>Commitment, Motivation &amp; Drive:</b></p> <ul style="list-style-type: none"> <li>• Promotes diversity and equal opportunities and displays respect and loyalty to colleagues and the organisation.</li> <li>• Motivated and proud to be part of the Games experience.</li> <li>• Takes pride in personal development.</li> <li>• Professional and polite manner.</li> <li>• Approachable and welcoming.</li> <li>• Games focussed and passionate about success of the Games.</li> <li>• Dynamic.</li> <li>• Positive attitude and optimistic.</li> <li>• Resilient, calm and in control of emotions.</li> <li>• Honest, open to challenge and prepared to take advice.</li> <li>• Prepared to work long hours including weekends and evenings.</li> </ul>	

**Prepared by:** Vicky Strange (GM, Sport Competition)

**Date:** 3 February 2012

**Approved by:** Greg Warnecke (Head of Sport)

**Date:** 3 February 2012