

NATIONAL CHAMPIONSHIPS CONVENOR

Position Description 2018

DEFINITION

The Skill Convenor is responsible for working with the Skills Management Team (SMT) and WSA in the preparation and delivery of a skill competition.

The Skill Management Team consists of the Skill Manager, Chief Judge and where there is more than 10 competitors a Deputy Chief Judge

ROLE

The Skill Convenor is required to work with the SMT and WSA in the pre-competition planning assisting in the sourcing of equipment and materials required to conduct the competition. During competition time the convenor will be required to be on site assisting WSA and the skill judges in conducting the competition. During the post competition wrap-up the convenor will assist in ensuring the procured equipment is returned to its rightful owner and reinstalled as required.

ESSENTIAL CRITERIA

All Skill Convenors must fit the following criteria:

- Have knowledge of skill specific equipment and materials
- Have knowledge of national industry standards/requirements and training packages
- Have high level communication skills
- Have the ability to work extended hours at high level performance levels
- Complete support of your employer prior to applying for the role

DETAILS OF APPOINTMENT

Details of appointment for Skill Convenors are as below:

- Skill Convenors are appointed by WSA in conjunction with Adam Lucas, State Manager – Skills Excellence Unit through an expression of interest and application process.
- The appointment is for one cycle only
- When accepting the role the Skill Convenor will make the necessary arrangements with their employer for their attendance at the competition

PRE-COMPETITION PLANNING

The Skill Convenor is required to work with the SMT and WSA:

- In aiding in sourcing of equipment and materials
- In aiding in the identification of potential skill sponsors
- To liaise with the SMT and WSA until all equipment has been sourced
- Attending meetings as required
- In completing transport information sheets to ensure all equipment and materials are delivered competition site
- In overseeing the machining/preparing of the competition materials if required
- In ensuring all equipment has Standard Operating Procedures (SOP's) attached

ON SITE PRIOR TO COMPETITION

The Skill Convenor is required to work with the SMT and WSA to:

- Confirm equipment arrival at the venue
- Coordinate competition area setup
- Assist with the setup of other aspects of the National Competition as required
- Attend skill briefings conducted by WSA staff and the Skill Chief Judge

DURING THE COMPETITION

The Skill Convenor is required to work with the SMT and WSA to:

- Perform roles as required by the during the competition
- Work with the WSA and the WSA Transport team completing transport information sheets to ensure all equipment and materials are removed from competition site and returned to correct supplier

AFTER THE COMPETITION

The Skill Convenor is required to work with the SMT and WSA to:

- Ensure skill competition area is left clean & tidy
- Coordinate the bump-out of the skill area, ensuring all equipment and materials are returned to correct supplier
- Ensures that all equipment has transport labels attached
- Works with the WSA Transport team to move equipment from the venue
- Ensures that all equipment has been returned and reinstalled (if required)