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Department: Sport

Reports to: Sport Competition Manager

Position Type: Full-Time

Technical Operations Manager

# JOB PURPOSE

In July 2022, Birmingham will host the XXII Commonwealth Games, the largest multi-sport event to be held in England for a decade. Approximately 6,500 athletes and team officials from 72 nations and territories across the Commonwealth will come together in a 12-day celebration of sport and culture. Events will take place across Birmingham and the West Midlands, entertaining more than one million ticketed spectators and reaching a global broadcast audience of more than one billion.

The Technical Operations Manager is responsible for the planning and delivery of all technical aspects of the competition for their respective sport/discipline at the Birmingham 2022 Commonwealth Games, in accordance with International Federations rules and regulations. This will involve working closely with the Sport Competition Manager to coordinate and communicate the sport specific requirements to internal functional areas, ensuring that athletes, team officials and technical officials are provided with the correct environment and services to perform to their best. The role will also work closely with the other functional areas within the sport department to provide input into the individual sports requirements for, sport entries, sport equipment provision, training venues and sport information and publications.

# Key Responsibilities and Accountabilities

* Support the Sport Competition Manager with the operational planning for their respective sport/discipline, ensuring that the competition is organised and conducted in accordance with International Federation (IF) rules and regulations.
* Actively contribute to venue and operational planning to ensure sport/discipline specific technical elements are effectively integrated into Games wide planning.
* Ensure the Field of Play (FoP) for their respective sport/discipline is designed and delivered in line with the required technical and competition standards of the International Federation.
* Contribute to the development of the sport delivery plan, sourcing the required sport specific technical information and providing it to Games Functional Areas.
* In conjunction with the Sport Competition Manager, liaise and consult with the IF Technical Delegate on matters relating to the preparation of the competition and competition issues as they arise.
* Work with the Sport Competition Manager in the management of planning for and delivering the Field of Play and warm up areas, including coordination with Venue Management, Look, Sport Equipment, Sport Presentation, Medal Ceremonies, Athlete Medical and Anti- Doping staff.
* Work with the Sport Competition Manager and Assistant Sport Competition Manager to recruit, train and deploy the sport specific workforce and volunteers so that tasks are allocated to appropriately skilled individuals.
* Support the development and implementation of key sport competition elements including the competition schedule, International Federation visits and operational policies.
* Support the completion of relevant sport competition milestones and project plans and related reporting, in line with the Games wide project plan.
* Contribute to the development and finalisation of the Detailed Competition Activity Schedule (DCAS), in relation to identified sport specific competition elements.
* Foster relationships and communicate regularly with key stakeholders which include the International Federation and the associated National Governing Bodies.
* Work closely with the relevant English/UK Governing Bodies on the appointment and development of National Technical Officials.
* Co-ordinate the delivery of the official timing, scoring and results systems for the sport, in conjunction with the Technology Functional area.
* Support the training, mentoring and professional development of the Assistant Competition Manager, ensuring they are provided with the skills and experience necessary for Games time delivery.
* Support with the line management of the Assistant Sport Competition Manager.
* Assist in the organisation and implementation of the Birmingham 2022 testing and readiness programme.
* Contribute to the Sport Competition FA’s documentation for the Transfer of Knowledge to future Commonwealth Games Organising Committees.

Responsibilities of the 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 organisation.

# Person Specification

## Skills and experience required

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| **QUALIFICATIONS** | |
| **ESSENTIAL** | **DESIRABLE** |
|  | * Educated to degree level or equivalent |
| **SKILLS AND ABILITES** | |
| **ESSENTIAL** | **DESIRABLE** |
| * Excellent communication * Tact, diplomacy and the ability to enthuse, negotiate and influence * Relationship building and interpersonal skills * Demonstrates an ability to interpret a range of information or tasks * Effective leadership and problem-solving skills * Ability to use computer software programs including the Microsoft Office Suite |  |

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| **KNOWLEDGE AND EXPERIENCE** | |
| **ESSENTIAL** | **DESIRABLE** |
| * Previous experience working in a Sport Competition environment * Detailed knowledge of the International rules and regulations for the respective sport/discipline * Relationship management experience dealing with National and/or International Sport Federations * An understanding of sport specific programming * Experience in recruiting, training and managing a volunteer workforce * Passionate about the delivery of Sport at the Birmingham 2022 Commonwealth Games | * Previous experience in a sport competition role at a major event * Previous experience of working with Para Sports (For sports with a Para discipline) * Knowledge of the Commonwealth Games * Knowledge of sport competition requirements and relevant integration into a multi-sport Games environment |

## Personal qualities

As an organisation we are looking to speak to candidates that are:

* Natural communicators
* Reliable and committed to the success of the team
* Able to deliver excellent results
* Self-motivated and proud to be part of the experience