

PART A: JOB SUMMARY

To provide clear goals, expectations and feedback so that each member of the team can significantly multiply their contribution to WellingtonNZ and to their own success.

Name of role:	Casual Setup & Delivery Team Member
Reports to:	Setup & Delivery Manager
Direct Reports:	Nil
Date:	March 2021
Purpose of the job:	To work as an active and reliable team member to set up our venues to the highest standards. This role is expected to take direction on a day to day basis from the Setup & Delivery Manager, Setup & Delivery Team Leaders and in their absence, the relevant Venue Manager on the day.

PART B: JOB DESCRIPTION

Key responsibilities: Specific actions, tasks or areas of responsibility this role will oversee.

Area of responsibility	Actions/ Tasks
Setup & Delivery	<ul style="list-style-type: none"> • Work as part of the Setup & Delivery team to ensure that venues are set in accordance to client instructions, as detailed within the event sheets. Duties include, but is not limited to: <ul style="list-style-type: none"> • Laying carpet tiles • Setting tables and chairs • Building stages, and platforms • Laying basketball and netball courts • Transporting equipment

	<ul style="list-style-type: none">• Retractable Seating Units• Delivering Exhibitor Equipment• Removing Recycling and Rubbish• Actively assist the cleaning team in maintaining the high standard of cleanliness in the Venues. Duties could include:<ul style="list-style-type: none">• Litter picks post event• Assisting with deep cleans• Cleaning specified area such as seating units• Actively assist in the presentation of our venues through all front of house and back of house areas• Comply to Venues Wellington’s internal policies and standard operating procedures (SOPs)• Treat all building and operational assets with respect and report any damage• Handle all operations equipment and consumables appropriately• Store Operations equipment properly in its designated area• Be part of a roster and carry out duties during days, evenings, weekends and public holidays as and when required• Be constantly aware of the security requirements of the venue and courteously challenge people that you think may be unauthorized to be in any area• Any other reasonable duties as requested
Customer Service	<ul style="list-style-type: none">• Ensure a clean uniform is worn at all times while at work in accordance with the dress code• Deal with clients, contractors and co-workers in a respectful, polite and courteous manner at all times• Ensure that your actions and presentation reflect professionalism and positively on the Venue at all times

Area of responsibility	Actions/ Tasks
Health, safety, wellbeing and compliance	<ul style="list-style-type: none">• Take an active role in identifying and mitigating any health and safety risks to yourself and others• While at work, take reasonable care for your own health and safety and ensure what you do does not negatively affect the health and safety of others• Comply, as far as you possibly can, with any instructions, policies, procedures or guidelines given by WellingtonNZ in relation to health, safety and compliance• Report any potential hazards or risks to health and safety or the environment as soon as is possible to take immediate action to minimise or mitigate these if it is not potentially harmful to your own health and safety
WellingtonNZ collaboration	<ul style="list-style-type: none">• Maintain a “WellingtonNZ-wide” perspective with all of your work• Consider how your role links and contributes to other areas of WellingtonNZ, and actively engage when required• Communicate with fellow WellingtonNZ colleagues on work, initiatives and projects• Actively collaborate and participate in WellingtonNZ-wide initiatives and projects

Job outcomes: Visible and measurable evidence of success in this role.

Outcomes / results	Target Measure
Reliability	<ul style="list-style-type: none"> Staff member turns up on time to accepted shift and follows instructions in a timely active and positive manner.
Teamwork	<ul style="list-style-type: none"> Staff member works well with members of the team and will not hesitate to help other teams or team members to get the job done.

Competencies: Specific skills, traits and competencies necessary to be successful in this role.

Competency	Description of competency
Functional skills and experience	<ul style="list-style-type: none"> Team player with ability to develop and maintain successful relationships A passion to ensure all venues are prepared and ready for events/shows on time Reliable, flexible and trustworthy with an excellent attention to detail and the ability to remain calm in the face of tight turnarounds First Aid Certificate desirable Fork lift licence and experience highly desirable Current full driving licence highly desirable
Creating a vision	<ul style="list-style-type: none"> Understanding the strategic context Challenging the status quo Accepting challenges Committing to the vision
Leading with purpose	<ul style="list-style-type: none"> Living our values Having the courage to question and speak up Adapting your style to meet individual needs
Making things happen	<ul style="list-style-type: none"> Giving timely and constructive feedback

Competency	Description of competency
	<ul style="list-style-type: none"> • Staying close to the issues • Collaborating for better decision-making • Recovering quickly from setbacks
Building an awesome team	<ul style="list-style-type: none"> • Valuing uniqueness and differences in others • Trusting others • Sharing information, collaborating and helping others
Being authentic and inclusive	<ul style="list-style-type: none"> • Recognising you own strengths and areas for development • Asking for and responding positively to feedback • Questioning and challenging others with respect • Owning your mistakes.

Values: Our purpose & values which bring to life WellingtonNZ’s aspired culture.

Our purpose	Our organisational values	Our culture
To make the Wellington region wildly famous	Do it together Dare to be different Show the passion Find the fun Focus on the customer	Collaborative People centered Supportive Constructive Open Recognition Celebrate success Empowerment Ownership Accountability Learning, coaching and personal growth

WellingtonNZ

MAKING THE WELLINGTON REGION **Wildly Famous**