

# NATIONAL CHAMPIONSHIPS CHIEF JUDGE

Position Description 2018

## DEFINITION

The Chief Judge is responsible for providing management, guidance and leadership in the preparation and execution of a skill competition. The Chief Judge shall be a member of the Skill Management Team.

The Skill Management Team (SMT) consists of the Skill Manager, Chief Judge and where more than 10 competitors a Deputy Chief Judge

## ROLE

The Chief Judge is required to work with WorldSkills Australia & volunteers in all phases of competition including Pre-Competition Planning, Delivery of Competition and Post Competition Wrap-up.

## ESSENTIAL CRITERIA

Chief Judges must have:

- high level communication skills
- the ability to work extended hours at high performance levels
- the complete support of your employer prior to applying for the role
- current experience in relevant Industry or Education sector

## DETAILS OF APPOINTMENT

Details for appointment as a Chief Judge are as below:

- The appointment is for one competition cycle only
- The role is on a voluntary basis
- When accepting the role, the Chief Judge will make the necessary arrangements with their employer to approve in writing their attendance at the competition for the required dates as follows: 29<sup>th</sup> May 2018 – 7<sup>th</sup> June 2018 (inclusive)

## PRE-COMPETITION PLANNING

The Chief Judge is required to work with and provide guidance for WorldSkills Australia, NSW State Manager Adam Lucas Manager, Skill Manager and CIS Advisors:

- In aiding in sourcing of equipment and materials with the Skill Workshop Manager
- In developing skill timetables and competition planning
- In developing processes for a fair and transparent competition
- In developing the CIS marking scale on spread sheets and ensuring data is correct with the CIS Advisors
- Contacting judges and competitors prior to the competition and where possible, answer any questions relevant to the competition
- Review 2017 Regional Competition (if any changes are required) with Judges for 2019 Competition
- View project, competition rules and code of conduct prior to the event and make themselves familiar with all sections

## ON-SITE PRIOR TO COMPETITION

The Chief Judge is required to work with and provide guidance for WorldSkills Australia & volunteers to:

- Welcome and familiarise Judges with their work
- Attend WSA Site Induction
- Report any issues to Skill Manager impacting on set up or the competition
- Ensure competition skill setup is complete and is safe for all users
- Prepare, with the assistance of all Judges, final details of the Competition
- Plan the familiarisation session and roles of all judges and Workshop Managers
- Ensure where relevant, that if there is a 30% change to the competition, that this is endorsed by all the Judges and that a copy of the updated competition with changes is signed by all Judges and provided to the Skill Manager
- If there is a change to competition ensure that CIS Advisors have been informed and data has been updated and data is correct
- Check, the installations of machines, tools, materials, equipment and instruments supplied
- Ensure compliance with the Work, Health and Safety Act
- Assign workstations, machines and equipment to the Competitors by drawing stations
- During Familiarisation time ensure that Competitors have enough time for testing materials, machines, equipment and instruments
- Provide Skill Judges with a briefing on integrity requirements for the Competition, with particular reference to the following:
  - Competition Rules and the Code of Conduct
  - Fairness and transparency of a skill competition and assessments
  - Identify factors that may compromise honesty, fairness and transparency and draw up a checklist for continuous reference including:
    - Ensuring a minimum of three Judges present during compilation of assessment sheets (Judgement or Measurement assessment)
    - Ensuring a minimum of two Judges present during CIS input
    - No judge should mark their own competitor if they are a trainer
  - The Chief Judge or Deputy Chief Judge/s permission is required before any items or materials are brought into or removed from the competition area
  - Security checks can be carried out on Judges and Competitors upon entry to and exit from the competition area
  - Mobile phones should not be used during competition time by judges or competitors

## DURING THE COMPETITION

The Chief Judge is required to work with and provide guidance for WorldSkills Australia, Skill Managers and CIS Advisors to:

- Ensure that Competitor Communication during the Competition is in accordance the competition rules (15 minutes prior to start of competition, 15 minutes at the end of the day)
- Ensure that the working time of all Competitors is properly recorded and inform Competitors of working time remaining.
- Provide replacement material where required and record any such events for the assessment phase.
- Ensure that daily marking occurs and that Judges have the opportunity to review the marking forms prior to signing.
- Ensure correct completion of assessment forms.
- Ensure that assessment results are kept secret.
- Provide the WorldSkills Australia Office and CIS Advisors with the assessment results using the prescribed format and, having ensured the correct data is entered into the Competition Information System, by signing off accordingly
- Advise WorldSkills Staff or CIS Advisors if they require assistance with input of marks
- Ensure that all Competitors and Judges comply with and maintain the integrity of the Competition
- Ensure that all necessary steps are taken to ensure that:
  - Outside influences do not unduly improve or decrease Competitors' abilities to provide a worthy performance.

## SIGN OF ON 2019 REGIONAL PROJECT WITH JUDGES AFTER REVIEW AS PER PRE-COMPETITIONAFTER THE COMPETITION

The Chief Judge is required to work with and provide guidance for WorldSkills Australia, NSW State Manager Adam Lucas, Skill Managers and CIS Advisors to:

- Ensure competitors pack up their tool boxes and assist with Skill pack up
- Validate the correct entry of scores and marks into the Competition Information System (CIS) and sign off accordingly.
- Submit all required paperwork to the WorldSkills Australia office
- Submit all original hand-marked Subjective and Objective Marking Forms to the WorldSkills Australia office
- Before releasing the Judges:
  - Receive confirmation from the CIS team that all tasks are completed
  - Ensure competition site is packed up and equipment is labelled for return to colleges and sponsors.
  - Provide feedback on top 3 competitors and progression for Skills Squad or Scholarships
- Provide feedback to WorldSkills Australia Office regarding the Competition Project in relation to Industry relevance and validation to AQF