

# NATIONAL CHAMPIONSHIPS SKILL MANAGER

Position Description 2018



worldskills  
Australia

## DEFINITION

The Skill Manager is responsible for providing assistance to their allocated Skill Clusters, in the lead up and at the competition, as part 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.

## THE ROLE

The Skill Manager is required to work with WorldSkills Australia their Skill Clusters and volunteers in all phases of competition, including Pre Competition Planning, Delivery of Competition and Post Competition wrap up.

## ESSENTIAL CRITERIA

All Skill Managers must fit the following criteria:

- Have high level communication skills
- Have the ability to work extended hours at high performance levels
- Have the complete support of your employer prior to applying for the role
- Experience as an International expert or National Chief judge

## DETAILS OF APPOINTMENT

Details for appointment as a Skill Managers are as below:

- The appointment is for one competition cycle only
- The role is on a voluntary basis
- When accepting the role, the Skill Manager will make the necessary arrangements with their employer for their attendance at the competition

## PRE-COMPETITION PLANNING

The National Championships Skill Managers are required to work with the SMT and WSA:

- Provide mentoring to new chief judges
- Provide support and advice to Chief judges in the planning of their competition
- Ensure Chief judge is in contact with judges prior to the competition and reviewing the Regional projects
- Report any issues or concerns to WSA

## ON SITE PRIOR TO COMPETITION

The National Championships Skill Managers are required to work with the SMT and WSA to:

- Attend and possibly conduct onsite briefings conducted by WSA staff
- Welcome judges in Skill areas and explain SMT and Skill Manager responsibility
- Provide briefing to judges on integrity requirements with specific reference to Fairness and Transparency of skill competition and assessment – Code of Conduct and Competition rules
- Work with Organisers and Chief judge/judges to ensure competition site is set up and compliant with WHS
- Attend daily Skill Manager meetings with Operations to update on set up and any issues with Skill equipment
- Attend daily Chief judges meetings

## DURING THE COMPETITION

The National Championships Skill Managers will be required to work with WSA to:

- Perform roles as required during the competition, such as:
  - Daily check on all Skills within Cluster in the morning and afternoon for any issues or concerns
  - The Skill Manager is the go to person for Chief judges/Team Leaders for any questions regarding the competition
  - Any disputes can be determined within the Skill by the SMT, with the Skill Manager to determine if issue needs to be escalated

## AFTER THE COMPETITION

The National Championships Skill Managers are required to work with the SMT and WSA to:

- Thank all judges for their contribution and time at competition
- Work with Chief judges to ensure all marks have been submitted and signed off and report submitted from all judges on top 3 competitors
- Ensure all judges have reviewed and agreed on Regional project
- Ensure judges provide feedback on relevance to Test project – Industry and AQF
- Work with Chief judges and WSA in coordinating bump out of Skill areas