

**LONDON ORGANISING COMMITTEE OF THE OLYMPIC GAMES AND
PARALYMPIC GAMES LTD (LOCOG)**

JOB DESCRIPTION

Title: Venue Results Manager

Reporting to: Results Technology Services Management

Location: Canary Wharf, E14

THE ROLE:

Background & Job Purpose

Technology is critical to the success of the Olympic and Paralympic Games. It underpins most of the functional areas in all aspects of Games operations from field of play to back-of-house at all venues. In short, the Games cannot operate without the right technology.

Technology's role is to deliver and operate the systems and services required to run the Olympic and Paralympic Games; deliver and operate the systems and services required to support LOCOG until the organisation ceases to exist; and deliver the Technology into all competition and non-competition venues.

Results Technology Services (RTS) is responsible for the provision of timing and scoring devices to capture and display data in field of play; applications to manipulate and deliver results data to clients; and Results operations and services for client groups to manage the competition and tell the story of the Games.

The role holder will be responsible for the full planning, testing, delivery and operations of all aspects of results infrastructure, systems, services and operations for a given sport at Test Events, Olympic and Paralympic Games. The successful candidate will work in collaboration with RTS management, several Olympic and Paralympic partners, the wider Technology team and a number of key clients.

Key responsibilities/accountabilities include the following:

- Manage the development and maintenance of venue project plans and undertake progress reporting to RTS Management;
- Ensure logging, reporting and resolution of results-related issues to Results Management and key clients;
- Work with RTS Management, the wider Technology team and Technology Partners to coordinate the venue and technology planning required to deploy results services throughout all stages of venue planning, including the development of delivery plans and operational procedures and workforce planning;
- Plan and deliver all results services and operations required to conduct the LOCOG Test Event programme for the given sport;
- Lead LOCOG participation in the ORIS (Olympic Results and Information Services) and PRIS (Paralympic Results and Information Services) requirements gathering projects and ensure that all requirements specified by sport and the press are delivered and tested;
- Prepare, manage and execute all phases of results integration testing, including defect management and UAT for the given Olympic and Paralympic sport;

- Coordinate the installation and commissioning of results equipment and systems at competition venues and ensure readiness for the start of competition for Test Events, Olympic and Paralympic Games;
- Manage the full transition of results infrastructure, applications, services and operations between the Olympic and Paralympic Games and ensure readiness for the start of competition;
- Manage the delivery of competition results services at venues for Test Events, Olympic and Paralympic Games to agreed levels of service;
- Resolve issues related to results service delivery by liaising with key clients including International Federations, press and broadcast;
- Manage and support the venue results team including suppliers and volunteers;
- Coordinate the decommissioning of all equipment used in the results operation and work with the TOP Partners to ensure all equipment has been accounted for in the main warehouse upon completion of competition;
- Complete all necessary wrap-up and knowledge transfer reports.

Skills, Knowledge & Experience required:

The **Venue Results Manager** should:

- Have proven experience in project controls management including scheduling, monitoring and project reporting and knowledge of project management methodologies, tools and techniques;
- Demonstrate experience within a complex time critical technology, sport or event project environment;
- Demonstrate experience of managing successive but rapid phases of planning, deployment, operational readiness and operations;
- An understanding of all elements of results services is preferable;
- Demonstrate practical experience of requirements planning, capture and analysis including, but not limited to, software development;
- Demonstrate an aptitude for and comfort in working with technology and practical experience of software application testing;
- An understanding of sport processes and rules particularly as they apply to international level elite competition is desirable;
- Demonstrate a track record of strong business skills to complement their technical skills including an ability to take a broad business, as well as technological, perspective in decision making;
- Demonstrate experience of managing teams of people and working with a variety of partners, contractors, staff, volunteers and/or diverse stakeholders;
- Have proven leadership, interpersonal and communication skills;
- Demonstrate an ability to plan, manage, review and prioritise personal workload and that of the team;
- Have an ability to work independently and as part of a large project team;
- Planning and operational experience of working in large multi-sport event or experience in a single sport event of significant size is desirable, but not essential.

PERSON SPECIFICATION

Behavioural Competencies and Qualities required:

- Good analytical thinker with attention to detail;
- Very strong problem solving skills;
- Excellent communication skills – both verbal and written;

- Ability to work easily in cross-cultural working environments;
- Ability to thrive in highly pressured and stressful environments;
- Thorough and structured approach to organising own and others' activities;
- Highly collaborative working style;
- Stakeholder focused; highly effective at building relationships and influencing, both internally and externally;
- Has the desire to foster and work in a spirit of partnership;
- Flexible and adaptable through organizational growth and change;
- Displays the highest levels of integrity and commitment;
- Loyal and self motivated.

Salary: Competitive.

Term of appointment: The appointment will be made under the London 2012 Organising Committee's standard terms and conditions.

Equal opportunities: The London 2012 Organising Committee is committed to equal opportunities in its employment policies, practices and procedures. To help us monitor the effectiveness of our equal opportunities policy, please [click here](#) and fill in the Equal Opportunities Monitoring form.

This information will be kept separate from your application, will be treated in the strictest confidence and will be used solely for the purposes of employee monitoring.

Please send your CV, covering letter and Equal Opportunities Monitoring Form to recruitment@london2012.com quoting the reference TPA01

Closing date: TBD

Applicants who are successful to interview stage will be contacted within 21 days from the closing date.

Eligibility to work in the UK: In applying for this position you confirm your eligibility to work in the UK. Please note that legislation dictates that all non EU nationals are required to be in possession of a valid work permit before they take up employment

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate in accordance with the Asylum and Immigration Act 1996.

Thank you for taking the time and effort to apply for this role.

London 2012 is a Games for everyone, so we want you to apply regardless of your age, gender, ethnicity, sexual orientation, faith or disability.