



JOB DESCRIPTION

POSITION TITLE: CGA Partner Program Officer
BUSINESS UNIT: 2014 Halifax Commonwealth Games Candidate City Society
DIVISION: International Relations
REPORTS TO: Senior Director of Strategic Relations

SUMMARY

This position is responsible for the liaison with Commonwealth Games Associations (CGAs) and for the delivery of the CGA Partner Program goods and services. The role is also to support the broader International Relations Strategy and support other activities as required to help secure the 2014 Commonwealth Games.

DUTIES AND RESPONSIBILITIES

Role Specific

- Liaise with the Commonwealth Games Associations (CGAs) to determine their requirements for the delivery of the CGA Partner Program;
- Liaison with Atlantic Sport Centre and related coaching and Sports Organisations to identify suitable delivery partners;
- Linking delivery partners with CGAs to deliver the services required for the CGA Partner Program's successful delivery to all CGAs;
- Implementing all operational plans to deliver the services required for the CGA Partner Program with each individual CGA or group of CGAs;
- Identifying suppliers of goods if required and negotiating cost effective arrangements to deliver best value supplies to the CGAs if required;
- General support of the International Relations Division in event planning, management and delivery of in-bound visits by CGA delegates and support for the final presentation to be conducted in Sri Lanka; and
- Manage all administrative requirements to deliver the CGA Partner Program.

General

- Impact/Complexity of Decisions - Independently evaluates and selects techniques, procedures and criteria;
- Uses professional judgment to manage and impact the outcome of projects;
- Research as required;
- Provide administrative and technical assistance;
- Provide strategic input in the preparation of the Bid Book;
- Ensure accurate and timely internal and external communications are delivered;
- Develop and manage a system that aligns with Halifax 2014 Project Management system in order to meet all key timelines and deliverables; and

- Other duties may be assigned as required.

SUMMARY OF QUALIFICATIONS

Qualifications

Education

- A degree or diploma from a recognized institution in a related field.

Experience

- Knowledge of principles and theories of professional / technical specialty
- Basic knowledge of industry and / or business practices
- 3+ years experience in a project based role
- Experience in managing complex interpersonal relationships and managing relationship-based roles
- Previous experience working in a fast-paced, multi-level, project-based environment with emphasis on timelines and delivery

Skills

- Work is carried out independently in adherence with general work requirements
- Minimal planning may be required for the execution of projects
- Excellent oral, written and communication skills
- Strong presentation skills
- Proven ability to make critical decisions independently without supervision
- Ability to work closely and cooperatively with internal and external associates
- Excellent organization, time-management, administrative and computer skills essential
- Attention to detail and a strong customer service focus are essential
- Fluency in French an asset

Competencies

PROBLEM SOLVING: This competency is about identifying the issues, exploring different options and actioning the outcome with the team. It's about applying problem solving skills to management of projects and programmes. It's about taking a step by step approach to solving a variety of problems. It is also about managing the team approach to this and encouraging contributions to establish innovative and creative solutions. This extends to managing performance issues by seeking the best solutions to address poor performance as well as the team's development.

NETWORKING & INFLUENCING: This is about recognizing the value of giving and receiving and about understanding your own role. It's about working flexibly and proactively, seeking partnership with others. It's about being able to look at the world from someone else's point of view. It is also about being able to build relationships, develop confidence, trust, persuade, convince, listen to and support, and gain commitment from everyone to achieve common goals, convince others. It is about identifying and achieving mutually beneficial and often common goals from a partner/stakeholder's perspective.

ORGANIZATIONAL & PROJECT MANAGEMENT SKILLS: This is about being able to prioritize and delegate appropriately. It's about forward planning and involving the team in the organization and delivery of the service. It's about contingency planning, making

decisions, and recommendations and having in place appropriate communication mechanisms for change. This also includes identifying new resources and options for service delivery, and managing projects to a start and finish process. It's about understanding and helping to evolve Halifax 2014's culture, values, principles and goals.

INTERPERSONAL SKILLS: This is about the ability to interact effectively with others, to facilitate communications with individuals and groups and influence relationships and cultures. This is about being motivated to achieve, being self-aware, and conscious of how others perceive you. It is about being able to read a situation and adopt appropriate style and behaviour to deal with it. It is also about being assertive and challenging, having an open, flexible approach that generates confidence in your abilities. It is about often having to "think on your feet" and be honest and open about what can and cannot be achieved.

COMMUNICATION: This competency is about receiving, understanding, and delivering information to individuals, teams, groups, and partners/stakeholders. It is about listening, interpreting, and having a flexible style, delivering clear and concise messages with confidence. It is also about supporting employee's concerns and making judgements and decisions. It is about maximizing information technology to aid effective communicating.

PARTNER RELATIONS -FOCUSSED SERVICE DELIVERY: This competency is about continuously developing and improving services to partners/stakeholders and the publics with an interest in the Commonwealth Games, by listening and responding to their needs, pursuing innovation and quality in message delivery. It is about understanding our partners/stakeholder base, what we do with and for them, and how our strategies affect them. This competency also includes understanding the political sensitivity of the bid process and understanding the decision making process so that developments are focussed on our strategic outcomes and considered within the broad political framework.

VALUING DIVERSITY: Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures both here in Canada and throughout the Commonwealth family of nations. Sees diversity as beneficial to the organization, its goals and the communities affected by the bid. It implies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

HOURS OF WORK: Monday to Friday - office hours generally 8:30 to 5:00 pm.

SALARY: Salary will be commensurate with education and experience.

A complete job description is available upon request or by calling Heather MacDonald at 490-4854 or visit our website at: www.halifax.ns.ca

While we thank you for your interest in employment with the Halifax 2014 Commonwealth Games Bid Society, only those candidates selected for an interview will be contacted.

Interested and qualified applicants are asked to submit a resume and a covering letter quoting the competition number by **Monday, December 11, 2006**, to **Judi Rice**, Senior Administrator, at ricej@2014halifax.com or **Drop off:** Halifax 2014 Bid office , 99 Wyse

Road, Suite 1150, Dartmouth or **Mail to:** PO Box 1749, Halifax, NS B3J 3A5 or **Fax to:** 490-7488.

24-Hour Access: Job Information Line - Internal 490-4310

Position #06-

Closing Date: December 11, 2006