

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Recording Team Member

Role Purpose: To assist the Chief Recorder in providing required sport information to ensure the smooth running of the event. The Chief Recorder will assign a specific area of responsibility.

KEY RESPONSIBILITIES

- Assist with the managing of the results production process
- Co-ordinate withdrawals process and ensure changes are made
- Assist in the management of the results process
- Assist with producing start sheets and result sheets for each session for relevant personnel and wider publication on the website
- Responsible for data handling
- Deal with entry related changes to the schedule
- Identify new records and prepare the necessary documentation
- Comply with all policies and procedures set down by the organisation and in particular those relating to Diversity, Equity, Inclusion and Sustainability

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Sound understanding of Discipline and Competition conditions 	<ul style="list-style-type: none"> • Familiar with Microsoft Word & Excel and other programmes that may be used
<ul style="list-style-type: none"> • Range of Recording experience at all levels of competition from Club to National 	<ul style="list-style-type: none"> • Effective delivery of information to groups of people
<ul style="list-style-type: none"> • Sound working knowledge of the data-handling system in use 	<ul style="list-style-type: none"> • An understanding of the links between the timing and data-handling system in use

<ul style="list-style-type: none"> • Understanding of Record Application requirements 	<ul style="list-style-type: none"> • Ability to contribute to a multi-team environment
<ul style="list-style-type: none"> • Excellent organisational and time management skills 	<ul style="list-style-type: none"> • Used to working in a Timing Suite
<ul style="list-style-type: none"> • Good understanding of Aquatics GB, World Aquatics and World Para Swimming rules 	
<ul style="list-style-type: none"> • Effective and prompt decision making in pressure situations 	
<ul style="list-style-type: none"> • Ability to remain calm and composed when under pressure 	
<ul style="list-style-type: none"> • Approachable 	
<ul style="list-style-type: none"> • Team Player 	

