

# ROLE DESCRIPTION AND PERSON SPECIFICATION

**Role Title:** Chief Recorder

**Role Purpose:** To provide the required information to ensure the smooth running of the event whilst undertaking direct control over the primary purpose for the athletes' participation in competition.

## KEY RESPONSIBILITIES

- Appoint recording team and liaise with event officer on requirements
- Take control of the meet files on arrival
- Manage results process
- Co-ordinate withdrawals process and ensure all changes are made
- Manage the production of start sheets and results sheets for relevant personnel and wider publication on the website
- Ensure that all times are recorded correctly and any DQs are filed with the relevant documentation
- Ensure that all documentation is filed
- Manage computer results systems
- Ensure that all times are submitted to Rankings at the end of each session.
- Ensure that the Conditions of the meet are adhered to and if not, ensure this is brought to the attention of the Meet Director
- Overview of how a meet change effects the event. Who should be informed and what paperwork is required
- Responsible for data handling
- Deal with entry related changes to 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"> <li>• Sound understanding of Discipline and Competition conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with Microsoft Word &amp; Excel and other programmes that may be used</li> </ul>
<ul style="list-style-type: none"> <li>• Range of Recording experience at all levels of competition from Club to National</li> </ul>	<ul style="list-style-type: none"> <li>• Effective delivery of information to groups of people</li> </ul>
<ul style="list-style-type: none"> <li>• Sound working knowledge of the data-handling system in use</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the links between the timing and data-handling system in use</li> </ul>
<ul style="list-style-type: none"> <li>• Understanding of Record Application requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute to a multi-team environment</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Used to working in a Timing Suite</li> </ul>
<ul style="list-style-type: none"> <li>• Effective and prompt decision making in pressure situations</li> </ul>	
<ul style="list-style-type: none"> <li>• Good knowledge of Aquatics GB, World Aquatics and World Para-Swimming rules</li> </ul>	
<ul style="list-style-type: none"> <li>• Good leadership and interpersonal skills</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to remain calm and composed when under pressure</li> </ul>	
<ul style="list-style-type: none"> <li>• Approachable</li> </ul>	
<ul style="list-style-type: none"> <li>• Team Player</li> </ul>	

