

# JOB PROFILE - JUDGING ACCREDITOR

(Updated February 2011)

## JOB TITLE

Judging Accreditor

## POSITION SUMMARY / RESPONSIBILITIES

The Judging Accreditor is responsible to the Director of Judging and the MNZ Board for ensuring the delivery of the programme for Judge Accreditation is maintained with high levels of results and satisfaction: strategies to achieve the goals and mission of the organisation

## PERSON SPECIFICATIONS

The Judging Accreditor shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Thorough knowledge of MNZ drills and routines and judging criteria and judging sheets.
- Knowledge of MNZ administration as it affects Judges.
- Good communication, written, listening and organisational skills.
- Ability to relate to a wide range of people and value and respect diverse cultures.

## REPORTING LINES / WORKING RELATIONSHIPS

The Judging Accreditor shall maintain direct liaison with:

- Director of Judging.

## KEY TASKS

The Judging Accreditor shall undertake the following key tasks:

- Conduct the MNZ Judging Accreditations.
- Assess work of judges attending MNZ Judging Accreditation and send submissions with report to the Director of Judging.

## PERFORMANCE EXPECTATIONS / KPI's

The Judging Accreditor shall meet the following performance expectations:

- Create a positive environment which is conducive for Accreditation attendees to maximise their potential.
- Keep up to date with changes or clarifications to judging criteria and judging sheets.
- Assess work of persons attending MNZ Judging Accreditation and send submissions with report to the Director of Judging within fourteen days of accreditations being held.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board