

# POSITION DESCRIPTION

## SKILL COMPETITION MANAGER (SCM)

### OVERVIEW

The Skill Competition Manager is responsible for providing management, guidance, and leadership for a skill competition from C-21 months until C+1 month. The Skill Competition Manager is one member of the Skill Management Team.

### APPOINTMENT

The SCM is appointed by WorldSkills through an expression of interest and application process immediately following a competition for the next competition with the appointment confirmed within three months. The appointment is for one competition cycle only, with an option for extension if all KPIs are met. The role is on a voluntary basis with all reasonable expenses associated with Competition Preparation Week and the Competition covered such as economy class flights, airport transfers, accommodation, meals, excursions, ceremonies, welcome reception, and other special events. All other expenses will be at the discretion of WorldSkills.

Note: this is a new role and does not directly replace the role of the Chief Expert as in previous Competitions.

### PERSONAL ATTRIBUTES

The SCM must:

- have good communication skills in both written and spoken English, however SCMs requiring Interpreters will be considered;
- have a proven track record as a Chief or Deputy Chief Expert, or Expert with Special Responsibilities for at least two Competitions;
- be a person of the highest integrity;
- be highly competent and experienced in the skill in which they are appointed;
- have advanced knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s);
- have good management and leadership skills; and
- have good interpersonal relationship skills.

### RESPONSIBILITIES AND EXPECTATIONS

The SCM is expected to:

- work in partnership with WorldSkills and the Competition Organizer to prepare and execute a skill competition including the Infrastructure List and layout;
- work in partnership with WorldSkills to plan and implement the quality and assessment development of a skill competition;
- communicate effectively and in good time with WorldSkills;
- manage the development of the Test Project including the Marking Scheme (this could be completed by the SCM, externally, or in some cases by the Experts);
- manage and empower the Chief Expert and Deputy Chief Expert to undertake their roles of leadership during the preparation of and at the competition;

- lead and support the Chief Expert and Deputy Chief Expert in the processes at the Competition;
- attend Competition Preparation Week and WorldSkills Competition;
- attend daily skill management meetings with the Chair and Vice Chair of the Competitions Committee at the competition;
- ensure the integrity, fairness, and quality development of the skill competition;
- understand and enact the issue and dispute resolution process in their skill competition if the need arises; and
- be bound by a WorldSkills Confidentiality Agreement.

The Skill Competition Manager will have the primary role for Skill Competition Development for their skill competition and shall have direct experience of working with vocational standards, a thorough understanding of the WorldSkills Standards Specification and is responsible for:

- advising on the implications of broad and specific occupational changes for the nature of the Competition;
- coordinating the revision of the Technical Description to reflect the broad and specific occupational changes;
- bringing about improvements for the preparation and running of the Competition;
- facilitating discussions between Experts on the Discussion Forum regarding revision and improvement to the Technical Description;
- leading the Technical Description development and ensuring that the standards agreed upon by the Experts are written in learning outcomes in the WorldSkills Standards Specification;
- ensuring that all changes are compiled into a single document for approval and voting by the Experts;
- conducting a vote of the Experts for the approval of the Technical Description for the following Competition; and
- delivering the source file of the approved Technical Description to the WorldSkills International Secretariat by 14:00 on C+1 of the Competition.

## SUPPORT

Skill Competition Managers from all skills will form the WorldSkills skill competitions support team to be managed and supported by the Director of Skills Competitions and the Technical Assistant. A monthly virtual meeting will be conducted by the Technical Director with set agenda items and an opportunity for questions and discussion. Communication between meetings will be by email, Skype, and prearranged meetings as the need arises.

At the competition the Skill Competition Managers will be accommodated together with the WorldSkills Secretariat and be provided with WorldSkills uniforms.

## CONTACT WITH NATIONAL ORGANIZATIONS

Skill Competition Managers are able to participate in a skill-related capacity in their national organization skill competitions until the point where the national competitor/s or squad is announced, or 12 months prior to the Competition, whichever comes first. At that point it is expected that the Skill Competition Manager ceases all skill-related activity, however participation in team building and development activity may be agreed at the discretion of WorldSkills.

Skill Competition Managers invited to train competitors for other national organizations should decline the invitation if within the timeframe outlined above. Similarly, if they are invited to judge at a national or regional competition.

## **ABBREVIATIONS**

CC	Competitions Committee
CCMT	Competitions Committee Management Team
CE	Chief Expert
DCE	Deputy Chief Expert
E	Experts
SCM	Skill Competition Manager
SMT	Skill Management Team