

JOB DESCRIPTION
Chef de Mission – Team Nova Scotia
2013 Canada Games

The Chef de Mission for Team Nova Scotia shall provide leadership to the volunteers and the staff that comprise Team Nova Scotia, establish the vision to ensure all work towards a common goal and set a high ethical standard for all participants.

More specifically, the Chef de Mission will be responsible for the following:

1. Ceremony and Presiding
 - Ceremonial tasks
 - Act as the principal spokesperson for Team Nova Scotia
 - Presiding Officer at all meetings of Team Nova Scotia, including, mission staff meetings, and meetings involving participants of Team Nova Scotia

2. Communication and Facilitation
 - Educator - keep the CGMC, volunteers, staff and public informed on the operations and affairs of Team Nova Scotia
 - Educator - ensure education and development of Mission Staff in preparation for responsibilities at the Games
 - Team Leader - coalesce the mission staff and CGMC, building consensus and enhancing group performance
 - Represent Team Nova Scotia in presentations, meetings, public events, and other forums in support of the promotion, development, delivery and evaluation of Team Nova Scotia

3. Organization and Guidance
 - Goal setter - facilitate goals and objectives for Team Nova Scotia, identifying problems, and proposing resolution
 - Planner - oversee the development and implementation of the Team Nova Scotia operations plan and timeline
 - Organizer - stabilize relationships, guide the mission staff to recognition of their roles and responsibilities, defining and adjusting the relationship with the staff
 - Monitor budget and financial management
 - Monitor and supervise the volunteers

4. Promotion
 - Promoter - promote Team Nova Scotia, seek support and services, handle external relationships

5. Mission staff selection

Working with the Assistant Chef and a representative(s) from the CGMC to:

- Prepare the advertisement for the Mission Staff positions that clearly and accurately communicate the responsibilities and commitments required
- Prepare comprehensive assessment criteria for applications and interview tools that will provide the interviewing panel a clear image of the qualifications of the applicants
- Assess the responses received from the advertisements in accordance with the criteria
- Play an active part on the interview panel for all positions being recruited for the mission staff

6. Human Resources

In partnership with the Assistant Chef:

- Accurately brief mission staff members on their duties and time commitments
- Review mission staff performance and recommend appropriate actions to reward good performance and coaching to improve inadequate performance
- Crisis management for Team Nova Scotia on-site at the Games
- Brief appropriate mission staff members of their budget allocations

Note: The Chef de Mission may delegate these duties and responsibilities to other members of the mission staff at his / her discretion. S/he may perform other duties or functions agreed to by the CGMC.

Behavioural Core Competencies

- Strategic ability
- Managing vision and purpose
- Compassion
- Composure
- Creativity
- Producer focus
- Humour
- Intellectual horsepower
- Listening
- Organizational agility
- Perseverance
- Political savvy
- Presentation skills
- Communications
- Innovation management
- Dealing with ambiguity
- Drive for results
- Integrity and trust
- Interpersonal savvy

