

A competency-based job description of a Skills Competition Coordinator

A collection of relevant competencies, which define the requirements for a job of a Skills Competition Coordinator in concrete, measurable terms



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1

INTRODUCTION

1.1. What is a “skill”?

A “skill” is a piece of expertise normally gained by acquiring the knowledge, skills, and behaviors associated with a particular occupation. “Skills competition” refers to any vocational skills competition, which is based on one or more occupations for which there is a benchmark, description, or standard. The skills competitions are referenced to occupations, since these are internationally understood, associated with a career, and have longevity.

1.2. The role and purpose of the WorldSkills Competition

The WorldSkills Competition sits at the top of vocational skills competitions for young people across the world. Participation is normally based on success in national and/or regional/continental skills competitions. Competitions selected for the WorldSkills Competition should reflect their value to the occupations that most benefit from the exceptional performance of well-prepared and talented young people. In this way the WorldSkills Competition contributes to the collective and individual wellbeing of societies and economies worldwide.



1.3. The vocational context

The WorldSkills Competition has spanned decades in which labor markets, economies, and societies have moved from stability to dynamism, predictability to instability. New technologies present multifaceted challenges to both the nature of work, and preparation for working futures. Therefore, the WorldSkills Competition now requires a flexible, responsive, intelligence-led approach to the selection and organization of its skills competitions.

Overarching principles to underpin such an approach are:

- mobility: to support the mobility of people and skills for access, sustainability, transfer, and progression in work and life. Occupationally this involves “reading across” occupations, and supporting the creation of occupational route maps;
- connectivity: actively and precisely to support the development of Members’ vocational education and training systems (VET) in relation to their economies, labor markets, and societies; and
- optimization: to move from a competition portfolio based on history, supply, and pragmatism, to a dynamic relationship with large global occupational and social trends.

1.4. Vocational trends

Occupational and social trends are challenging current assumptions and approaches to vocational education and training. These include:

- the expansion of skills development into and across higher levels of education,
- greater diversity and richness in skills development,
- a wider sense of ownership and concern, and
- a stronger appreciation and understanding of skills development.

These trends are already seen within the WorldSkills Competition and should be directly reflected in the selection and organization of local/ regional and national skills competitions.

2

WHO IS A SKILLS COMPETITION COORDINATOR?

Skills Competition Coordinator is a person who is dedicated to organize skills competitions at local and regional levels. It is a skill enthusiast who is willing to invest his knowledge, training skills and time in coordinating skills competitions. It is a complex task which requires the engagement of many people to perform different roles of team leaders, managers, skills experts, technical assistants, workshop managers, health and safety officers. However, on the local and regional levels, it often happens that skills competition organizers carry out many of those tasks on their own or together with skills experts. In the SkillsComp project we value such an effort and offer a competency-based job description of a Skills Competition Coordinator - a person who is an organizer and manager of a skills competition at the local or regional level. In the long run such professionals may become contact points between vocational schools and national institutions representing WorldSkills in Poland, Romania, Czech Republic and Slovakia. The following job description covers three types of competencies necessary to perform the role of a Skills Competition Coordinator: skills, knowledge and personal attributes.

Skills Competition Coordinator is responsible for providing management, guidance, and leadership during the development and conduct of the skills competition. It should be a neutral person with no alliance either to Skills Experts or Competitors. He/She may participate in team building and team development. Skills Competition Coordinator is responsible for publicity and providing information to local media



as well as for implementation of the key sustainability principles and initiatives in the procurement of infrastructure and choice of skills competition venue and accommodation.

Skills Competition Coordinators use their flair for design and management skills to oversee an event from the planning and preparation phase through to completion. Their job is to establish event needs within a particular budget. They use their problem-solving skills and determination to overcome challenges and ensure that events meet expectations. Their job is to provide a supportive role to the Competition Management Team by contacting vendors, choosing venue locations and helping with the set-up, execution and cleanup of an event. Skills Competition Coordinator should also provide promotional videos, photos and advertisements to spread awareness about skills competitions to the public. The duties and responsibilities of a Skills Competition Coordinator center on planning and managing skills competitions of varying sizes and of different industrial backgrounds. The Skills Competition Coordinators have to understand what it takes to make sure the logistics work out, keep everything within the allocated budget and ensure that the event itself is carried out smoothly. They must possess an extensive skill set and qualifications that work together to manage skills competitions efficiently.

3

A COMPETENCY-BASED JOB DESCRIPTION OF A SKILLS COMPETITION COORDINATOR

- 3.1. Code of Ethics and Conduct
- 3.2. Knowledge, competencies, duties and responsibilities
- 3.3. Personal attributes
- 3.4. Leadership competencies
- 3.5. Health, Safety, and Environment requirements
- 3.6. Infrastructure and workshop organization
- 3.7. Medals and awards
- 3.8. Before the Competition
- 3.9. At the Competition
- 3.10. After the Competition





Activity	Result
3.1. Code of Ethics and Conduct	
Becomes a member of the Competition Management Team which organizes a skill competition on a local or regional level. It comprises a Skills Competition Coordinator, a Skills Expert, and an Industrial Representative	Each skills competition has the Competition Management Team responsible for its management. It undertakes the responsibility of organizing a skills competition on a local or regional level, including internal and external dealings with employers, suppliers, colleagues, experts, and stakeholders. A member of the Competition Management Team sets out the minimum standards of behavior expected by WorldSkills for any person who represents it.
Accepts WorldSkills Code of Ethics which describes WorldSkills values and ethical foundations	A member of the Competition Management Team accepts the core values of WorldSkills: excellence, diversity, fairness, innovation, integrity, partnership and transparency.
Accepts WorldSkills Code of Conduct which describes how ethical behavior is promoted and implemented in the everyday work of the organization	A Skills Competition Coordinator as a member of the Competition Management Team accepts firm descriptions of ethical behavior for the WorldSkills movement, taking into account the cultural, social, and economic diversity of the WorldSkills community.
All Skills Competition Coordinators are required to conduct themselves with the highest levels of integrity, honesty, and fairness	WorldSkills recognizes and upholds the special responsibility that Skills Competition Coordinators must undertake in acting as role models for the students and young professionals we influence who come from many different cultural, social, and economic backgrounds. Skills Competition Coordinators are expected to honor and practice the living values and policies that are collectively referred to as the WorldSkills Code of Ethics and Conduct.

Activity	Result
3.2. Knowledge, competencies, duties and responsibilities	
Has excellent communication and interpersonal skills	Skills Competition Coordinators are required to be connected with a wide variety of entities in the course of their job. They have to listen to others and communicate in an effective manner that fosters open communication.
Has good team management, leadership skills and goal-setting skills	Skills Competition Coordinators carry out many tasks on their own, but a major aspect of the job is working with the Competition Management Team. Delegating to a team properly and making sure everyone has what they need to do their job requires team management and leadership skills.
Can establish and maintain relationships	Fosters the development of others by providing a supportive environment for enhanced performance and professional growth.
Has time management skills	Vendors and venues must be established on time, and an entire staff must be managed according to a schedule in order for a skills competition to function properly.
Has the ability to multitask efficiently	Has knowledge and ability to apply management principles and practices during the planning, implementation, monitoring and completion of a skills competition, ensuring effective management of scope, resources, time, cost, quality, risk and communications.



Activity	Result
Has the ability to solve problems	Makes decisions and solves problems involving varied levels of complexity, ambiguity and risk.
Has the ability to analyze and visualize data	Has knowledge and ability to apply the principles of business analysis in the planning, operations, processes and practices.
Can work in a fast-paced and stressful environment	Copes well with surprising and stressful situations.
Can plan event details and aspects	Skills Competition Coordinator plans and manages the technical, administrative, and logistic aspects of the skills competition. Is responsible for marketing, media and public relations activities in his/her region/country.
Can plan for potential scenarios that could impact the integrity of the skills competition	Has knowledge and ability to apply management principles and practices during the planning, implementation, monitoring and completion of a skills competition, ensuring effective management of scope, resources, time, cost, quality, risk and communications.
Can manage events logistically and address potential problems that may arise	Skills Competition Coordinator must possess a degree of skill in logistics to properly plan the details and anticipate potential problems that may arise.
Can maintain a working knowledge of the complex needs of a vocational skills competition	A Skills Competition Coordinator will need to have a general knowledge of what VET and relevant industry sector(s) expect. Identifies and responds to current and future needs of VET.

Activity	Result
Can select the best price for products and services. Can negotiate contracts	Ensures effective management of the budget.
Is able to remain under budget with all costs	Every skills competition comes with a cost, and it's the Skills Competition Coordinator's job to keep the costs within the allocated budget. This will require a degree of financial skill as well as the ability to create reliable financial reports.
Is able to communicate effectively in both written and spoken English	Is proficient in English.
Supports sustainability initiatives with regard to skills competition formats and equipment	Understands sustainability in its entirety – human, economic, environmental, social. Is responsible for implementing the key sustainability principles in all competition related activities including procurement of infrastructure, and a choice of the skills competition venue and accommodation packages. Creates a sustainability culture and ensures that the five Rs (reduce, recycle, reuse, reformat, and regenerate) principle applies to all daily operations.
Promotes the skills competition in media	Is the first point of call for all media when they approach the workshop. Ensures that the media are not intrusive to Competitors while they are working, and that the desired information is given. Is easily identifiable to visitors and media.
Recommended but not obligatory: ■ Experience in organizing events ■ Experience in the skill of the competition ■ Advanced knowledge, understanding, and expertise in standards and assessment in vocational education and training (VET) and/or in relevant industry sector(s)	



Activity	Result
3.3. Personal attributes	
Is VISIONARY a STRATEGIC THINKER a SKILLED COMMUNICATOR a DECISION MAKER RESULTS DRIVEN RESPONSIBLE ETHICAL & HONEST EMPHATIC BALANCED ACCOUNTABLE SUPPORTIVE FUN CONTINUAL LEARNER TECH-SAVVY	With his/her personal attributes a Skills Competition Coordinator: FOSTERS GROWTH OF OTHERS MODELS INTEGRITY CHALLENGES HYPOCRISY MOTIVATES OTHERS UNDERSTANDS BUSINESS FOSTERS TEAMWORK MANAGES CHANGE PROVIDES DIRECTION GIVES FEEDBACK HAS FUN SHARES INFORMATION MENTORS IS EAGER TO LEARN & ADAPT
Has HEALTHY SELF IMAGE REALISTIC, POSITIVE OUTLOOK FLEXIBLE ATTITUDE ORGANIZING ABILITY a MODERATE STATE OF MIND SELF-CONFIDENCE FAIR ATTITUDE ABILITY TO CONNECT MULTICULTURAL SENSITIVITY	
3.4. Leadership competencies	
Creates vision and strategy	1. Works with others to implement concrete work activities 2. Communicates with clarity and conviction

Activity	Result
	- Identifies issues, implications and activities that may have an impact on priorities - Establishes and communicates organizational priorities - Responds to changes in direction and organizational priorities - Implements solutions that respond to changing priorities
Mobilizes people	- Creates a sense of common purpose and direction in the team - Sets clear expectations, monitors and evaluates performance - Identifies, manages and supports collective and individual talent - Invests time and resources to support continuous learning - Identifies opportunities for learning that challenge Competitors and encourage their development - Establishes learning and development plans and provides opportunities for continuous learning and development - Gives honest feedback, recognizes performance and addresses non-performance - Engages Competitors to gather ideas and input to build cohesive teams - Sets challenging goals for self and models dedication and high performance - Builds a commitment to excellence through open and constructive dialogue - Inspires others through personal dedication and actions





Activity	Result
Upholds integrity and respect	1. Values and provides authentic, evidence-based advice in the interest of WoldSkills International 2. Holds self and others to the highest ethical and professional standards 3. Models commitment to citizen-focused service and the public interest 4. Implements practices to advance an inclusive, healthy environment, that is free from harassment and discrimination 5. Promotes and respects the diversity of people and their skills 6. Recognizes and responds to matters related to Competitor well-being 7. Carries out decisions in an impartial, transparent and non-partisan manner 8. Engages in self-reflection and acts upon insights
Collaborates with partners and stakeholders	1. Builds and nurtures effective and collaborative networks and relationships 2. Seeks and leverages opportunities to enhance outcomes through partnerships 3. Encourages open, constructive discussion of diverse perspectives 4. Encourages members of the Competition Management Team to participate in collaborative initiatives 5. Actively listens to understand the impact of issues and perspectives of others 6. Implements and communicates strategies that enhance collaboration 7. Acknowledges the contribution of others in achieving objectives

Activity	Result
Promotes innovation and guides change	1. Encourages and applies sound risk management practices 2. Identifies opportunities for and barriers to innovation 3. Proposes creative practices and concepts 4. Encourages employees to generate new and innovative approaches 5. Encourages Competitors to explore new perspectives when problem-solving 6. Seeks support to enable and encourage innovation 7. Adjusts practices to address lessons learned following setbacks and mistakes 8. Implements plans that respond to changes in direction and priorities 9. Understands the impact of change on Competitors and takes appropriate action 10. Demonstrates resilience, composure and a positive outlook in an environment of uncertainty and ambiguity
Achieves results	1. Coordinates and prioritizes work activities to contribute to objectives and results 2. Quantifies, monitors and controls resources and costs 3. Sets and revises operational plans to reflect changing priorities or conditions 4. Informs decisions-making with sound understanding of context, data and evidence 5. Makes challenging decisions and takes action at the opportune time 6. Takes ownership and acknowledges impact and outcome of decisions



Activity	Result
3.5. Health, Safety, and Environment requirements	
Complies with the Health, Safety and Environment legislation	Competition Management Teams and Skills Competition Coordinators, in particular, are responsible for planning and running the skills competitions in compliance with 1. host country/region regulations 2. WorldSkills Health, Safety and Environment Policy and Regulations 3. skill-specific requirements in the Technical Description
Knows the emergency procedures for evacuation, medical, fires and spills	Is aware of the emergency procedures and can use them.
Makes sure that the Competition Management Team and Competitors receive the Health, Safety and Environment information and training	Health, Safety and Environment information and training is delivered.
Makes sure that the Competition Management Team and Competitors sign the Health, Safety and Environment Agreement	Health, Safety and Environment Agreement is signed.
3.6. Infrastructure and workshop organization	
Skills Competition Coordinator provides optimal facilities and infrastructure for the skills competition	Is responsible for providing a “fit for purpose” competition venue and workshops.
Provides a suitable workshop area and equipment for the skills competition	Is responsible for providing a “fit for purpose” workshop area and equipment for the skill, in accordance with its Technical Description and Infrastructure List.

Activity	Result
Supplies the Competition Management Team and Competitors with detailed information on what has been secured against the Infrastructure Lists, relating to the exact machines, equipment and tools that will be used	Makes sure that the equipment and tools from the Infrastructure List are working properly.
3.7. Medals and awards	
Awards medals	Gold, silver, and bronze medals are awarded to the Competitors who come first, second and third. The first placed Competitor in a skills competition may use the title 'Best of the Best.'
Awards Certificates of Participation	Any Competitor who does not receive a medal or special award shall receive a Certificate of Participation.
3.8. Before the Competition	
Obtains a SkillsComp project certificate to work as a Skills Competition Coordinator	The document authorizes the Skills Competition Coordinator to organize local/regional skills competitions.
Makes the calendar of the skills competition and forms the Competition Management Team	A Skills Competition Coordinator prepares an overall competition programme that includes arrangements for accommodation and board for all participants. In particular, the precise procedures for the opening and closing ceremonies of the skills competition.



Activity	Result
Is responsible for the overall management of the skills competition	Compiles the skill competition dates and schedule (at least 2 days); prepares a list of professionals, experts and sponsors to cooperate with. Is responsible for all aspects of the administrative management. Ensures that a skills competition environment is created which allows each Competitor to produce the best possible work over two days of competition.
Selects the skills competition venue	Cooperates with vocational schools or enterprises which can host skills competitions.
Works on the skills competition budget	Accumulates budget for accommodation and board, material and technical support, fees for experts and task creators, overhead costs.
Works on the skills competition documentation	Prepares a skills competition brochure, instructions for schools, diplomas, certificates as well as the Code of Ethics and Conduct; Competition Rules; Health, Safety, and Environment Policy; Infrastructure List .
Makes arrangements for accommodation and board for participants	Accommodation and board for participants are secured.
Is responsible for public relations and publicity before and during the skills competition	Promotes the skills competition in media, promotes registration of Competitors, attracts sponsors and partners.

Activity	Result
Enables and manages the registration of Competitors	Prepares registration documents, enables registration of Competitors via appropriate software.
Participates in team building and team development	Develops mental attitude and team spirit.
3.9. At the Competition	
Participates in the execution of the skills competition	Takes up responsibility to execute the skill competition.
Makes sure that Competitors, Skills Experts, and the public have access to the competition venue	Determines the technical and logistical requirements of the access to the competition venue.
Makes sure that the Competition Rules and procedures of the skills competition are properly applied during the competition	The Competition Rules and procedures as well as organizational and technical instructions are properly applied during the Competition. The Competition timetable is observed.
Abides by the Competition Rules and procedures	Competition Rules and procedures are followed by the Skills Competition Coordinator.
Makes sure that Skills Experts follow the Competition Rules and procedures as well as the Competition timetable	Competition Rules and procedures as well as the Competition timetable are followed by Skills Experts.
Makes sure that the evaluation process is objective regarding rules	The Skills Competition Coordinator supervises the evaluation process and ensures that the judgment is fair and objective towards all competitors.



Activity	Result
Approves the final results of the competition before making them public	The official results are announced at the closing ceremony.
Manages conflict resolution	Manages disputes in the event of any conflict.
Participates in team building and team development	Develops mental attitude and team spirit.
Ensures that all Competitors are aware of the Health, Safety, and Environment regulations and subsequently ensures strict adherence to these rules throughout the competition	Health, Safety, and Environment regulations are followed throughout the competition.

3.10. After the Competition

Is part of the reviewing team after the skills competition	Skills competition is evaluated.
Completes the skills competition evaluation form	Skills competition evaluation form is completed.
Suggests improvements of the Competition Rules and procedures	Competition Rules and procedures are improved.
Monitors media outputs and information about the skills competition	Prepares a comprehensive report on the skills competition results.
Prepares the financial report	Financial report is prepared.





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