



**POSITION DESCRIPTION**

**Position Title: Administrative / Marketing Officer**

**Department: Club Manager Healesville**

**X New Position**  
**Change to Existing Position**

**Date: 20 February 2017**

**Reports to (position):**

**Club Manager Healesville**

**Positions that report to this position:**

**Nil**

**Name of present incumbent (if applicable):**

**PRIMARY PURPOSE OF THE POSITION:** *this should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to, or be required at, GRV.*

The primary purpose of Administrative / Marketing Officer (AMO) to the Club Manager Healesville (Manager) is to provide efficient and effective professional administration support to the Manager. The role requires the incumbent to have the ability to liaise at a high/medium level with stakeholders across the industry together with supporting the Club Administrator and/or Committee as required. The incumbent will have the capability to act in a professional and discreet manner, with having consideration to the need for a high level of confidentiality when carrying out the duties of this role.

**SCOPE:** *The scope of work provides information about the larger picture of the position – how it relates to other positions in Healesville Greyhound Club Association Inc and to the broader community outside of GRV.*

Healesville Greyhound Racing Association Inc (HGRA) is a licensee under the control of Greyhound Racing Victoria (GRV) which is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagers and on-course race goers.

HGRA & GRV are committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

The AMO reports directly to the Club Manager (HGRA) and is responsible for providing a high level of administrative, MYOB and professional support services, some of which are of a highly responsible and confidential nature. The incumbent frequently communicates with both senior and medium levels internal and external contacts and is regularly exposed to confidential information and has a high level of tact and integrity due to the sensitive nature of the information received and the requirements of the role.

The incumbent also has the capability to understand the needs of the Club Manager and Administrator particularly in regards to daily management and race meeting organisation.

**FREEDOM TO ACT / DECISION MAKING**

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Nil.

<i>Key Result Area</i>	<i>Accountability Activity</i>	<i>Key Performance Indicator</i>
<i>Area of Focus e.g.</i>	<i>What activities are you responsible for undertaking in order to achieve results (high level)? e.g.</i>	<i>How will you know this has been achieved? e.g.</i>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Preparation of committee reports and documentation, financial statements and reconciliation documents.</li> <li>• Professional and timely response to telephone calls, enquiries and requests from club participants, general public and race goers.</li> <li>• Assistance with preparing committee report papers as directed by Club Manager or Administrator.</li> <li>• Preparation of presentations and GRV official reporting requirements</li> <li>• Minute taking (where required) of club meeting.</li> <li>• MYOB competent and experienced.</li> <li>• Arranging of catering and event management as required or directed by club manager.</li> <li>• Organising and maintaining financial files and records.</li> <li>• Organises and expedites race day flow understanding and training in use of GRV Fast Track system.</li> <li>• Communicates and/or coordinates Club Manager's instructions and desires with various individuals and/or departments.</li> <li>• Receives telephone calls, letters, emails and/or visitors answering routine questions club related and obtaining and disseminating information as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Documents / emails prepared as required.</li> <li>• Accurate Debtor / Creditor records on internal MYOB system on a monthly basis at the conclusion of each month.</li> <li>• Ensure stock management control are in place, inclusive of all floats held on site.</li> <li>• Documents accurately prepared within time lines</li> <li>• Ensures end of month financial statements and supporting documentation is ready for monthly club meetings.</li> <li>• Develop into an effective race day support person, preparation of all race day staff rosters, documentation and processes</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Timely delivery and preparation of marketing strategy, club meeting function and events which includes key market development processes.</li> <li>• Responsible for coordinating of community engagement programs.</li> </ul>	<ul style="list-style-type: none"> <li>• All correspondence completed within timeframes, allocation of 1 day per week for this function.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Effective management of day to day financial processes MYOB based system</li> <li>• Preparation of financial reports on a monthly basis to include but not limited to:- Balance Sheets, P&amp;L statements, bank reconciliation, debtor and creditor management, balance and management of all cash floats, purchasing kitchen and bar stocks.</li> <li>• Responsible for financial management and payroll</li> </ul>	<ul style="list-style-type: none"> <li>• Respond in an effective and timely manner where applicable</li> <li>• Club Financial Reports prepared within timeframe 10 days after the conclusion of each calendar month.</li> <li>• Payroll schedules are to be emailed to out sourced entity on a weekly basis Yarra valley Bookkeeping Service.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Professional involvement for all members and participants of the</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from members and participants.</li> </ul>

	Club.	
<b>OHS</b>	<ul style="list-style-type: none"> <li>• Maintain a safe working environment in your area of responsibility.</li> <li>• Ensure that OH&amp;S principles and guidelines are adhered to.</li> <li>• Report any breach in OH&amp;S. Document any hazard and make suggestions / recommendations for improvements.</li> <li>• Report accidents and injuries and near misses as per GRV Policy and Guidelines.</li> <li>• Provide and maintain so far as is practicable a working environment that is safe and without risk to health.</li> <li>• Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace.</li> <li>• Understand responsibilities and accountabilities to yourself and others in accordance with OH&amp;S legislation and GRV policies and promote a working environment that is congruent with these guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Role model safe work practices ensuring adherence to OHS policy and procedures</li> <li>• Report incident/accident/hazard in the workplace in a timely manner</li> <li>• Actively Support and Promote OHS</li> </ul>

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Department of Justice and Office of Racing	CEO GRV
Greyhounds Australasia	GRV Chairman
GOTBA	GRV Board Members
Harness Racing Victoria	GRV Leadership Team
Racing Victoria Ltd	GRV Race Club Managers/Presidents
Industry Participants	GRV Employees
Direct Report	Healesville Greyhound Racing Association – Club Manager

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE

<b>SKILLS/KNOWLEDGE necessary to meet position objectives</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent knowledge and understanding of the MYOB accountancy program	Understanding of the Greyhound Racing Industry and club environment
Excellent skills in the understanding and use of Microsoft Office, Social Media, website updating and Drop box	
Demonstrated ability to act in a professional manner	
Possess strong administrative/marketing skills including the ability to demonstrate a high level of organisation skills and attention to detail	
Possess excellent verbal and written communication skills	
Works efficiently and with discretion. Has a thorough understanding of confidential matters	
Resolves problems, adopts and adjusts to change and its processes	
<b>ATTRIBUTES required to ensure satisfactory performance and cultural fit</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Responsiveness	
Integrity	
Impartiality	
Accountability	
Respect	
Leadership	
Human Rights	

<b>EMPLOYMENT CONDITIONS</b>
<ul style="list-style-type: none"> <li>• Terms and conditions of employment are per the current HGRA 'Employee Enterprise Agreement'</li> <li>• The HGRA environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. HGRA employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by HGRA policies may include restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.</li> <li>• All employment at HGRA is subject to a satisfactory police check.</li> <li>• All employees at HGRA are required to have the right to work in Australia.</li> <li>• All employees are required to comply with WHS statutory obligations.</li> <li>• HGRA is an EEO employer.</li> </ul>

NAME: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/\_\_\_

SIGNATURE: \_\_\_\_\_