



POSITION DESCRIPTION

Position Title: Club Manager

Club: Ballarat Greyhound Racing Club

New Position
 X Change to Existing Position

Date: July 2017

Reports to (position):

The Directorate of the Ballarat Greyhound Racing Club

Positions that report to this position:

Full Time Groundsman; Part Time Office Assistant; Casual Race Day Staff

Name of present incumbent (if applicable):

Vacant

PRIMARY PURPOSE OF THE POSITION

The Ballarat Club Manger position is required to ensure the effective and efficient operation of the Greyhound Racing Club and is required to develop strong working relationships with club staff, committee members and industry participants.

The incumbent of the position is responsible for the development and management of the administrative and financial operations of the club, which includes facilities management and the development and growth of the club in line with the club's strategic focus.

With strong organisational and business management skills, the club manager will ensure the smooth running of the club's administrative tasks, including, but not limited to, the day to day running of the office, accurate financial management and reporting, preparation of committee and race day meetings and documentation, etc.

A key aspect of the position requires local community involvement and the acquisition of sponsors to ensure the club is perceived not only as a great place to watch greyhound racing but as a valued member and contributor in the local community. A person with sound communication skills will be well regarded in this respect.

SCOPE:

The Ballarat Greyhound Racing Club conducts weekly race meetings and trial sessions providing industry participants and local community with quality racing facilities while ensuring maximum returns for the club.

The Club Manager supports the Ballarat Committee in ensuring a high level of professionalism in managing the overall strategic direction and operations of the club. Ensuring that all race meetings and trial sessions are conducted to the highest standard. The manager is required to ensure local community involvement and the acquisition of sponsors to ensure the club is seen as not only a great place to watch greyhound racing, but also a preferred venue for a function or event.

Developing strong working relationships with club staff, committee members and industry participants, the position is also responsible for managing the administrative and financial operations of the Ballarat Greyhound Racing Club in the best interest of its stakeholders and in conjunction with the Committee and the Club's Improvement Plan.

FREEDOM TO ACT / DECISION MAKING

All expenditure must be within agreed budgets or as approved by the Committee of the Ballarat Greyhound Racing Club.

Management of Payroll and sign off of timesheets

Non reoccurring expenditure of over \$1,000 requires approval by the Committee.

The Manager is authorised to engage or dismiss casual employees of the club subject to the provisions of the relative Employment Awards and laws of the land.

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Leadership	<ul style="list-style-type: none"> • Maintains staff by using a merit based system to recruit, select, induct and train employees as required • Ensures ongoing development of staff by coaching, counselling and disciplining employees, planning, monitoring and appraising job results • Ensures information for staff is provided in a timely manner and the ongoing personal development for staff is carried out • Manages all staff and on-site contractors • Effectively and positively represents the Greyhound Racing Club in dealings with the Media, Local Council, Community Groups and other bodies to maximise exposure and awareness of the sport 	<ul style="list-style-type: none"> • Recruitment System in Place • Induction process documented • Policies and Procedures documented and communicated • Performance Management System in place • Performance Appraisals conducted in timely manner • OHS Policies and Procedures documented and communicated
Finance	<ul style="list-style-type: none"> • Achieves financial objectives by preparing an annual budget; scheduling expenditures; analysing variances, initiating corrective actions 	<ul style="list-style-type: none"> • Monthly reports provided to committee in timely manner • Budgets prepared
Facilities	<ul style="list-style-type: none"> • Manage and co-ordinate racing operations ensuring the running of weekly race meetings in line with the Rules of Greyhound Racing Victoria and the race-day procedural guidelines • Coordinate trial sessions to ensure participants are adequately catered for and the Club receives maximum return for the outlay on staff and equipment costs • Effectively market and promote the venue and sport of greyhound racing to ensure maximum support from the people of Ballarat and surrounding districts • Oversee the maintenance and general upkeep of the Club's track, equipment, buildings and surrounds to ensure the continuation of trouble free racing in a clean positive environment 	<ul style="list-style-type: none"> • Effective race meetings • Understanding of Racing Rules and race-day procedure • Effective trial sessions

Administration	<ul style="list-style-type: none"> • Preparation of Agenda and Minutes and all other correspondence for monthly and annual committee meetings • Ensures that the operations of the club is maintained at a high standard and the office operations and procedures are carried out to best practice standards • Ensure OHS guidelines and regulations are adhered to by all BRGC employees, race day patrons and any other entity using club facilities • Develop and maintain club policies and operational process and ensure communication to employees of such • Provide adequate feedback to the Club's Committee in order to keep them informed of developments within the industry and in relation to club operations 	<ul style="list-style-type: none"> • Agenda and Minutes prepared in timely manner • Feedback from participants and staff • Operating procedures documented • Policies developed and communicated
Business Development	<ul style="list-style-type: none"> • Develop and implement club strategic plan ensuring long term development and growth within the club • Liaise with existing sponsors and seek new sponsorship for the club • Market and promote the sport of greyhound racing together with other opportunities for use of the venue to the wider community • Manage and ensure the successful implementation of projects as required by the Committee 	<ul style="list-style-type: none"> • Strategic plan developed and maintained • Sponsorship numbers • Projects conducted effectively and in timely manner
Other	<ul style="list-style-type: none"> • Attend industry events as required • Attend training and development as requested from time to time • Other duties as reasonably requested from the committee from time to time 	<ul style="list-style-type: none"> • Attended as required • Training completed

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Industry Participants and race-day participants	Club President and Committee members
Sponsors	Club Staff and Volunteers
Other Greyhound Racing Club Managers	Contractors
Community Groups	
Media	
Local Council and Community Groups	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
5 Years Experience in Management, Business Administration	Tertiary qualification in Management, Business Administration
	Experience with Sporting Events Management
	Experience in managing community partnerships
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Demonstrated ability to seek opportunity for business improvement	Experience and understanding the greyhound racing industry
Demonstrated ability to establish and manage budgets and business finances	Experience in managing marketing, sponsorship, public relations or related field
Strong capability to direct and lead others for high performance	A working knowledge of employment awards and Fair Work Act
Strong Negotiation, influencing and communication skills	
Ability to drive change	
Strong strategic and operation focus	
Understanding of Workplace Health and Safety Requirements	
Experience with Committees including preparation of documentation and minute taking	
Sound computer skills including competent use in Microsoft Outlook, Excel and Word	
ATTRIBUTES <i>required to ensure satisfactory performance and cultural fit</i>	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self Motivated
Impartiality	Lateral thinker
Accountability	
Respect	
Leadership	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> The Ballarat Greyhound Racing Club environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. All staff are required to abide by Ballarat Greyhound Racing club policies and procedures. All employees at Ballarat Greyhound Racing Club are required to have the right to work in Australia. All employees are required to comply with OHS statutory obligations. Ballarat Greyhound Racing Club is an EEO employer. A current Victorian Drivers Licence is required