



POSITION DESCRIPTION

Position Title: Chief Executive Officer (CEO)

Club: Cranbourne Greyhound Racing Club

New Position

Change to Existing Position

Date: June 2017

Reports to (position):

Reports to the President and Committee of the Cranbourne Greyhound Racing Club.

Positions that report to this position:

Assistant Club Manager; Track & Maintenance Manager; Assistant Track & Maintenance Manager; Casual Race Day Staff

Name of present incumbent (if applicable):

Vacant

PRIMARY PURPOSE OF THE POSITION

The Cranbourne Greyhound Racing Club (CGRC) conducts weekly race meetings and trial sessions providing industry participants and the local community with quality racing facilities whilst ensuring maximum returns for the Club.

The Cranbourne Greyhound Racing Club shares its facility on a complex with various bodies including two other racing codes namely Thoroughbred and Harness. The three racing codes all have training facilities onsite.

Developing strong working relationships with Club staff, Committee members, industry participants and the management team/s of the two other racing codes, the Chief Executive Officer (CEO) is responsible for the development and management of the administrative and financial operations of the Club. The role also facilitates the development of the Club in the best interests of its stakeholders and in conjunction with the Committee and the CGRC's Club Business Plan.

Strong organizational and administration skills will be required to ensure prompt completion of various administrative tasks including significant preparations for committee meetings and race meetings.

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 also a reputable venue for a function or event. A person with sound communication and networking skills will be well regarded in this respect.

The role also requires an understanding of financial reports including the ability to analyse, prepare and present the financial operations of the Club in accordance with defined budgets.

SCOPE:

The Cranbourne 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 CEO supports the Cranbourne 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 CEO is required to ensure local community involvement and the acquisition of sponsors to ensure the club is 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 Cranbourne 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 Cranbourne Greyhound Racing Club.

Management of Payroll and sign off timesheets

Non-reoccurring expenditure of over \$5,000 requires approval by the Committee.

The CEO 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 	<ul style="list-style-type: none"> Effective race meetings Understanding of Racing Rules and race-day procedure Effective trial sessions

	<p>for and the Club receives maximum return for the outlay on staff and equipment costs</p> <ul style="list-style-type: none"> Effectively market and promote the venue and sport of greyhound racing to ensure maximum support from the people of Cranbourne 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 	
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 are 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 Cranbourne Greyhound Club Member 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 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
OH&S	<ul style="list-style-type: none"> Assist with implementing the OH&S plans and strategies. Management of OH&S incident reporting identifying improvement processes to minimise repeat incidents. Encourage a Culture of Safety – Encourage the prompt reporting of hazards & risks – Raise management and staff awareness of safety accountabilities & responsibilities 	<ul style="list-style-type: none"> OH&S plan and strategies implemented and communicated within expected timelines. Incident Reporting is well maintained and up to date.
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
GRV staff	
Local Council and Community Groups	
Media	

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

- The Cranbourne 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 Cranbourne Greyhound Racing club policies and procedures.
- All employees at Cranbourne Greyhound Racing Club are required to have the right to work in Australia.
- All employees are required to comply with OHS statutory obligations.
- Cranbourne Greyhound Racing Club is an EEO employer.
- A current Victorian Drivers Licence is desired