

TRARALGON GREYHOUND RACING CLUB

**SELECTION CRITERIA**

**POSITION: CLUB MANAGER**

Applicants for the position of Club Manager with the Traralgon Greyhound Racing Club are asked to carefully consider the following Selection Criteria and ensure their applications specifically addresses all the criteria as listed below.

***Selection Criteria:***

1. Demonstrated ability to seek opportunity for business improvement.
2. Demonstrated ability to establish and manage budgets and business finances.
3. Strong capability to direct and lead others for high performance.
4. Strong negotiation, influencing and communication skills.
5. Ability to drive change.
6. Strong strategic and operation focus.
7. Understanding of Workplace Health and Safety requirements.
8. Experience with Committees including preparation of documentation and minute taking.
9. Sound computer skills including competent use in Microsoft Outlook, Excel and Word.



**Position Description**

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| Position Title: Club Manager | Club: Traralgon Greyhound Racing Club |
| New PositionX Change to Existing Position | Date: November 2016 |
| Reports to (position): | *The Directorate of the Traralgon 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* |

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| Primary Purpose of the Position |
| The Traralgon 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 clubs strategic focus.  With strong organisational and business management skills the club manager will ensure the smooth running of the clubs 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 Traralgon 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 Traralgon 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 Traralgon 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 Traralgon 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. |

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| **Key Result Area** | **Accountability / Activity** | **Key Performance Indicator** |
| *Area of Focus* | *What activities are you responsible for?* | *How will you know this has been achieved?* |
| Leadership | * 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 | * 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** | * Achieves financial objectives by preparing an annual budget; scheduling expenditures; analysing variances, initiating corrective actions | * Monthly reports provided to committee in timely manner * Budgets prepared |
| **Facilities** | * Manage an 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 Ballart 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 facing in a clean positive environment | * Effective race meetings * Understanding of Racing Rules and race-day procedure * Effective trial sessions |
| Administration | * 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 | * Agenda and Minutes prepared in timely manner * Feedback from participants and staff * Operating procedures documented * Policies developed and communicated |
| Business Development | * 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 | * Strategic plan developed and maintained * Sponsorship numbers * Projects conducted effectively and in timely manner |
| OH&S | * 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 | * OH&S plan and strategies implemented and communicated within expected timelines. * Incident Reporting is well maintained and up to date. |
| Other | * 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 | * Attended as required * Training completed |

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| 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 |  |
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| Person Specification | |
| Education/Qualifications *necessary to meet position objectives* | |
| 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 *necessary to meet position objectives* | |
| 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 *required to ensure satisfactory performance and cultural fit* | |
| Essential | Desirable |
| Responsiveness | Ability to Multi-task |
| Integrity | Self Motivated |
| Impartiality | Lateral thinker |
| Accountability |  |
| Respect |  |
| Leadership |  |

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