



GEE LONG GREYHOUND RACING CLUB

SELECTION CRITERIA

POSITION: GENERAL MANAGER

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

Selection Criteria:

1. Highly developed communication skills, expressing ideas clearly and concisely with the proven ability to facilitate effective working relationships.
2. Well developed financial management skills with the ability to work within budgets, collate and analyse financial returns and identify opportunities for financial growth.
3. Demonstrated high level of organisational and time management skills including the capacity to multi-task, set priorities and work to deadlines.
4. Experience in the hospitality or entertainment industry preferably at a management or strategic level.
5. Ability to lead, supervise and manage staff with a strong commitment to staff development.
6. Sound computer skills including competent use in Microsoft Outlook, Excel and Word.

GEELONG GREYHOUND RACING CLUB

- *The Beckley Centre* -



POSITION DESCRIPTION - GENERAL MANAGER

Job Title: General Manager – Geelong Greyhound Racing Club

Employment Status: Permanent Full-Time

Reporting: Reports to the Directorate of the Geelong Greyhound Racing Club

Location: Beckley Park, Broderick Road, Corio. Vic. 3214

Last Update: 1st July, 2014

Position Purpose

Geelong Greyhound Racing Club (GGRC) possesses first class facilities, including a new modern grandstand, multipurpose function centre and in a world first, the introduction of two uniquely designed tracks (one inside the other) at the one greyhound racing venue.

With state of the art facilities and 100 plus race meetings scheduled per year, the GGRC is quickly becoming the epicentre of greyhound racing in Victoria and is an exciting prospect for a proficient General Manager (GM) to facilitate growth in an organisation with immense potential.

The GM will be responsible for implementing a business model that efficiently manages the administrative and financial operations of the Club. Through the further development of 'The Beckley Centre', regular race meetings and the continuation of the Beckley Park Community Market, the GGRC will be a busy venue trading 6 days a week. Strong organisational and people management skills will be integral to the role as it requires the management and control of all aspects of the Club's operations and personnel.

Experience in the catering or hospitality industry will be beneficial as the function and catering sectors of the business are a key strategic objective of the Club. The ability to establish a strong presence in the local community and maintain existing business relationships will also be essential to the role.

In addition, the position requires strong attention to the financial operations of the Club. The GM will be required to analyse and present financial reports in line with agreed budgets. The ability to identify and provide sound advice to the Directorate on financial matters including a demonstrated initiative for identifying opportunities for growth and investment will prove highly beneficial.

The position provides inconsistent hours of between 50 – 60 per week, including regular late Friday night race meetings and early Saturday morning market activity.

Key Relationships

- Geelong GRC Directorate
- Geelong GRC employees – full-time, part-time and casuals
- Greyhound Racing Victoria management and staff
- Government and Local Council representatives
- Local business representatives
- Various greyhound racing industry participants
- Greyhound Racing Club Managers
- Club Members
- Community groups
- The Media

Reporting

The position reports to the Directorate of the Geelong Greyhound Racing Club and is responsible for the Management of the following positions:

- 2 x Track and Facilities Managers
- Administration Co-ordinator
- Operations and Administration Co-ordinator
- 2 x Kitchen staff
- 2 x Market Co-ordinators
- Tracks and Facilities Assistant
- Up to 30 casual GGRC employees – including race-day staff, function and catering staff and Beckley Park Market staff.

Key Responsibilities

- Responsible for the supervision, co-ordination and performance management of all full-time, part-time and casual GGRC employees.
- Oversee all elements of hospitality during various functions, regular race meetings and any major events at the Beckley Centre.
- Undertake and drive strategic planning to ensure the long term future development of the Club.
- Develop and maintain internal Club policies and operational processes.
- Regularly analyse the financial operations of all sectors of the business, identifying areas for financial improvement and opportunities.
- Review and present the financial and accounting operations of the club through well structured financial reports which are required to be presented at monthly Directorate meetings.
- Ensure Occupational health and Safety guidelines and regulations are adhered to by all GGRC staff, raceday patrons and any other entity using Club facilities.
- Oversee and assist with weekly race meetings and trial sessions in accordance with the Rules of Greyhound Racing Victoria.
- Keep informed of industry trends and developments and ensure all racing operations at the Club preserve the integrity and professionalism of the sport.
- Effectively market and promote 'The Beckley Centre' function hire, weekly race meetings and the sport of greyhound racing within the broader community.
- Prepare appropriate documentation and ensure the proper conduct of the Club's Annual General Meeting (AGM) in accordance with the Club's Constitution.

- Ensure efficient production of the agenda, correspondence, minutes and action statement for monthly Directorate meetings.
- Represent the GGRC in correspondence with industry participants, the Media, Local Council, Community groups and any other relevant bodies when required.
- Build and maintain Sponsorships for the Club to drive revenue.
- Work closely with the Beckley Park Committee of Management and other tenants of Beckley Park.
- Perform duties that include, bar and waiter work, general cleaning and facilities maintenance on a regular basis.
- Oversee and manage the Beckley Park Community Market every Saturday, which includes management of staff, stall holders and contractors.

Knowledge and Skills

Essential

- Outstanding organisational skills, including a demonstrated ability to prioritise activities, delegate tasks and meet deadlines.
- Proven commitment to staff development and the ability to facilitate effective working relationships.
- Strong financial management skills, including budgeting experience and the ability to analyse and present financial reports.
- Reliable self starter with a proven ability to show initiative and take advantage of opportunities for enhancement and improvement.
- Highly developed communication skills, expressing ideas clearly and concisely in both written and verbal forms.
- Sound computer skills including competent use in Microsoft Outlook, Excel and Word.
- Current driver's license.
- Understanding of Occupational Health and Safety requirements.

Desirable

- Management experience in the hospitality or entertainment industry.
- Experience and understanding of the greyhound racing industry.
- Experience working with voluntary Committees.
- Sound understanding of the local community.

Salary, Conditions and Qualifications

- Superannuation, leave entitlements and salary packaging are available.
- An appropriate remuneration package will be negotiated with the successful applicant.
- All applicants must have the right to work in Australia
- GRV is an Equal Opportunity Employer

