

Cranbourne Greyhound Racing Club



Position Description – Manager

Job title:	Cranbourne Greyhound Racing Club Manager
Employment Status:	Permanent Full-Time (38 hours)
Reporting:	Reports to the President and Committee of the Cranbourne Greyhound Racing Club.
Location:	Grant Street, Cranbourne.
Last updated:	2014

Position purpose

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 Club Manager 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.

Key relationships

- CGRC President, Committee and members
- CGRC staff including casual race-day staff
- Cranbourne Turf Club and Cranbourne Harness Club Management team/s
- Volunteers
- Greyhound Racing Victoria management and staff
- Industry participants including greyhound Owners, Trainers and Attendants
- Victorian Greyhound Racing Club Managers
- Local council representatives
- Community groups
- The Media
- Sponsors
- Race-day patrons

Reporting

The position reports to the President and Committee of the Cranbourne Greyhound Racing Club and in consultation with the Committee, has the authorisation to engage or dismiss Club employees.

The Cranbourne Greyhound Racing Club Manager is responsible for the management of the following positions;

- Track Maintenance Manager.
- Trainee Track Maintenance Officer.
- Executive Office Assistant.
- Casual race day staff.

Key responsibilities

Management

- Responsible for the supervision, coordination and performance management of full-time and part-time Club employees as well as casual race day staff.
- Manage and coordinate racing operations, including ensuring the smooth operation of weekly race meetings in accordance with the Rules of Greyhound Racing Victoria and race-day procedural guidelines.
- Supervise and coordinate weekly trial sessions to ensure maximum returns for the Club whilst providing local industry participants with a quality service.
- Manage all on-site contractors.
- Responsible for ensuring the facilities, grounds and racing resources are clean and well maintained in order to provide trouble free racing.
- Negotiation of any agreements with a favourable outcome for the Cranbourne Greyhound Racing Club and greyhound racing in general.
- Management of on-site training facilities. (Long & Working Runs).

Administration & Finance

- Ensure the various operational and administrative functions of the Club are completed on time and to a high standard, and to consider and develop best practices for optimal performance.
- Effectively monitor, analyse, manage and report the financial and accounting operations of the Cranbourne Greyhound Racing Club. In addition these financial reports are required to be documented and presented at monthly committee meetings.
- Prepare appropriate documentation and ensure the proper conduct of the Club's Annual General Meeting (AGM) as required under the *Associations Incorporations Reform Act 2012* and in accordance with the Club's constitution.
- Prepare efficient production of the agenda, correspondence, minutes and action statement for monthly Committee meetings (including the AGM).

Business Development

- Assist in the preparation and progression of the CGRC Club Business Plan in conjunction with the Club committee and Greyhound Racing Victoria.
- Effectively market and promote both the venue and the sport of greyhound racing within the broader community.
- Liaise with existing sponsors and seek acquisition of new sponsors for the Club.
- Keep the committee informed of important developments and provide adequate feedback regarding these developments.
- Undertake strategic planning to ensure the long term future development of the Club.

Other

- Represent the Cranbourne Greyhound Racing Club in correspondence with industry participants, the Media, Local Council, Community groups and any other bodies when required.
- Attend industry events and industry related training from time to time.
- Undertake other duties, responsibilities and projects as required from time to time and as reasonably directed by the Committee.

Knowledge and Skills

Essential

- Outstanding organizational skills including a demonstrated ability to prioritise activities, delegate tasks where required, coordinate staff and meet deadlines.
- Reliable self starter with a proven ability to show initiative and take advantage of opportunities for enhancement and improvement.
- Financial management skills including budgeting experience and the ability to analyse and present financial reports.
- Experience in the employment and supervision of staff and a working knowledge of employment awards and workplace relations acts.
- Highly developed negotiation and communication skills, expressing ideas clearly and concisely in both written and verbal forms.
- Ability to manage and coordinate sponsorships, public events and presentations.
- Sound computer skills including use of Microsoft Outlook, Excel and Word.
- Understanding of Occupational Health & Safety requirements.

Desirable

- Experience and understanding of the greyhound racing industry.

- Experience working with voluntary Committees including the operation and conduct of Committee meetings.
- Sound understanding of the local community.

Other Conditions

- Occasional travel may be required to attend industry related events and training.
- A current Victorian Drivers License is required.
- An appropriate remuneration package will be negotiated with the successful applicant.