



**POSITION DESCRIPTION**

**Position Title:** General Manager

**Club:** Bendigo Greyhound Racing Association

**New Position**

**Date:** 22 September 2021

**Reports to:**

*Committee of the Bendigo Greyhound Racing Assoc*

**Positions that report to this position:**

*Administration Assistant, Management Consultant; Track Manager, Maintenance staff, and Casual Race Day staff.*

**Name of present incumbent (if applicable):**

*Vacant*

**PRIMARY PURPOSE OF THE POSITION**

The General Manager is required to ensure the effective and efficient operation of the Bendigo Greyhound Racing Club as well as developing strong working relationships with club staff, committee members, business and the community.

The incumbent 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 General 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 partnerships to ensure the club is perceived not only as a great place to watch greyhound racing, but also a preferred venue for a function or event. The club will be seen as a valued member and contributor in the local community.

A person with sound communication skills will be highly regarded.

**SCOPE:**

The Bendigo Greyhound Racing Association 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 General Manager supports the Committee in ensuring a high level of professionalism in leading and managing the overall strategic direction and operations of the club and that all race meetings and trial sessions are conducted to the highest standard.

Developing strong working relationships with club staff, committee members, business and the community; the position is also responsible for managing the administrative and financial operations of the Bendigo Greyhound Racing Association in the best interest of its stakeholders and in conjunction with the Committee and the Club’s Business Plan.

**FREEDOM TO ACT / DECISION MAKING**

The General Manager is authorised to deal with all human resource/occupational, health & safety matters subject to the provisions of the relative Employment Awards and laws of the land.  
 Expenditure must be within agreed budgets/delegation limits or as approved by the Committee of the Bendigo Greyhound Racing Association.  
 Management of Payroll and sign off of timesheets.

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>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Staff management by using a merit-based system to recruit, select, induct and train employees as required</li> <li>• Ensures ongoing development of staff by coaching, counselling and disciplining employees, planning, monitoring and appraising job results</li> <li>• Ensures information for staff is provided in a timely manner and the ongoing personal development for staff is carried out</li> <li>• Manages all staff and on-site contractors</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment system in place</li> <li>• Induction process documented</li> <li>• Policies and procedures documented and communicated</li> <li>• Performance management system in place</li> <li>• Performance Appraisals conducted in timely manner</li> <li>• OHS Policies and Procedures documented and communicated</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Achieves financial objectives by preparing an annual budget; scheduling expenditures; analysing variances, initiating corrective actions</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly reports provided to committee in timely manner</li> <li>• Budgets prepared</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Coordinate trial sessions to ensure participants are adequately catered for and the Club receives maximum return for the outlay on staff and equipment costs</li> <li>• Effectively market and promote the venue and sport of greyhound racing to ensure maximum support from the people of Bendigo and surrounding districts</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Effective race meetings</li> <li>• Understanding of Racing Rules and race-day procedure</li> <li>• Effective trial sessions</li> </ul>

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

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

<b>PERSON SPECIFICATION</b>	
<b>EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i></b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
5 years' experience in senior Management, Business Administration	Tertiary qualification in Management, Business Administration
	Experience with Sporting Events Management
	Experience in managing community partnerships
<b>SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i></b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Demonstrated ability to seek opportunity for business improvement	Experience and understanding of 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
Effective negotiation, influencing and communication skills	
Ability to drive effective change	
Strong strategic and operation focus	
Understanding of Occupational 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	
<b>ATTRIBUTES <i>required to ensure satisfactory performance and cultural fit</i></b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Responsiveness	Ability to multi-task
Integrity	Self-motivated
Impartiality	Lateral thinker
Accountability	
Respect	
Leadership/results orientated	

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

I have read and understood the above position description and agree to undertake duties as outlined for the position of Club Manager, for the Bendigo Greyhound Racing Association.

NAME: \_\_\_\_\_ DATE: \_\_\_ / \_\_\_ / \_\_\_

SIGNATURE: \_\_\_\_\_