



Position Title: Track and Facilities Manager

Effective Date:

Reports To (Position): Club Manager / Assistant Club Manager / Committee

Position Type: Full time, ongoing

Function/s that report to this position: Assistant Track Curator

Name of incumbent (if applicable):

ORGANISATIONAL OVERVIEW

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$400 million in economic activity and over \$3 billion in wagering and directly involves over 15,000 people. GRV's vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart". The integrity of the sport and the welfare of greyhounds are both significant components of the strategic objectives GRV.

The Horsham Greyhound Racing Club (the Club) generally conducts 60-70 race meetings annually plus a weekly trial session. The Club provides industry participants (owners, trainers and breeders) and the local community with quality racing facilities while ensuring greyhound safety, welfare and maximum returns for the Club.

The sport takes place across 13 Victorian Greyhound Racing Clubs through the involvement of 11,000+ participants. The 13 Clubs are members of Greyhound Clubs Victoria (GCV).

PRIMARY PURPOSE OF ROLE (RESPONSIBILITY)

The primary responsibility of the Track and Facilities Manager is to oversee the preparation and maintenance of the Club's entire facilities, comprising the racing track and equipment, grounds and carparks, grandstands and functions facilities. The role is accountable for ensuring the Club track is prepared to the satisfactory quality standard set by GRV for all race meetings and racing trials, compliant with the GRV Tracks and Facilities Management Guidelines.

The ongoing maintenance, preparation and quality reputation of the Horsham Club's track and racing facilities are a key contributor to greyhound welfare and safety, race participation and field numbers, which contribute to wagering turnover. Each Club is required by GRV to provide a racing surface that is conducive to satisfactory, consistent and fair racing or trialling, of uniform and reliable footing, and not likely to injure any greyhound that is presented at the track in a satisfactory racing condition.

The role works closely and in partnership with the GRV Track Maintenance and Infrastructure team and GRV race day Stewards.

Horsham Club

Responsible for monitoring, maintenance and management of the track leading up to all trial sessions and race meetings and the presentation and satisfactory management of the track and surrounds before and during a race meeting.

GRV Track Maintenance and Infrastructure team

Sets the minimum industry standards for track preparation and has an advisory and monitoring role; conducts inspections, provides guidance and advice, and recommendations to Track Managers in operational, track preparation and technical support.

GRV Stewards Panel

Responsible for race day track inspection and the conduct of the race meeting.

The Track and Facilities Manager manages the Assistant Track Manager. The role directs casual Club employees involved in track and facilities maintenance on both race and trial days when required.

The role requires flexible working with a combination of early starts, afternoon, evening and weekend shifts determined by the race meeting and trials schedules. Flexible work conditions are a pillar of the Horsham Club.

FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)	
<p>This role works according to the policies and procedures applicable to Horsham Club employees.</p> <p>The track and race day facilities standards are defined by the GRV Tracks and Facilities Management Guidelines, the Victorian and Australian Rules of Racing and the Standard Code of Practice for the keeping of racing greyhounds.</p> <ul style="list-style-type: none"> • Expenditure limit of \$250 per transaction for repairs and maintenance; all other expenditure Club Manager authorisation • Proactive problem solving and decision making re track conditions and facilities • The Track Curator and GRV Steward commence the track inspection two hours prior the first race and report to GRV track maintenance • The GRV Steward chairing the meeting is accountable for the decisions for the race meeting to proceed, be delayed or be cancelled due to racing track conditions. 	
KEY WORKING RELATIONSHIPS	
Horsham Club	Greyhound Racing Victoria
Club Manager	GRV Director Racing and Clubs infrastructure
Club staff and committee	GRV Infrastructure and Maintenance team
Club engaged external contractors	GRV race day officials including Stewards
Greyhound owners and trainers	GRV Contractors

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY:	KEY PERFORMANCE INDICATOR
Leadership	<ul style="list-style-type: none"> • Provide regular on the job coaching, feedback and training to individuals and the team • Ensure all team members work safely and follow required work methods and compliance obligations • Organise and schedule track preparation, repairs and maintenance across seven days a week to best support racing and trialling calendar 	<ul style="list-style-type: none"> • Team up to date with compliance obligations including safe work methods, Club and GRV policy changes. • Flexible resourcing and rostering to support racing calendar.
Racetrack preparation, maintenance & management	<ul style="list-style-type: none"> • Ensure the Track team prepare a satisfactory and consistent racing and trialling surface in accordance with Club and GRV industry standards • Ensure the Track team prepare, set up and maintain track infrastructure and race day equipment including starting boxes, lure system, lure rail and safety rail, catching pen and gates, perimeter fencing and access gates • Oversee the monthly, bi-monthly and quarterly preventative and curatorial maintenance plans. • Manage presentation of track and grounds to showcase the venue for race days including the kennel block and judges' tower • Promptly report any issues with tractors, water truck or cart and gardening equipment to Club Manager and GRV • Monitor regular inspection and periodic maintenance of all racing equipment, lighting, tractors and equipment and track support vehicles in line with manufacturer specifications. 	<ul style="list-style-type: none"> • Consistent racing surface which meets GRV track standards • Full compliance with GRV and Club race day work methods and checklists • Track maintenance activities documented and reported to GRV on schedule • Proactive monitoring resulting in race day infrastructure, facilities, plant and equipment well maintained and fully operational • Feedback from GRV.
Facilities management	<ul style="list-style-type: none"> • Prepare and monitor whole of Club preventive maintenance program • Oversee maintenance works at off-site Toongabbie Lodge • Manage third party contractors engaged to complete facilities work on behalf the Club, adhering to Club safety standards • Liaise with the GRV Infrastructure and Maintenance team on scheduled renovations and major maintenance works. 	<ul style="list-style-type: none"> • Work completed according to SOPs. • Infrastructure requests lodged as soon as issues identified • The property is visually well presented.
Team work	<ul style="list-style-type: none"> • Work collaboratively with other Clubs and GRV Infrastructure and Maintenance team as required • Actively contribute to the efficient and effective running of the Club • Contribute to strategic planning re major capital works and infrastructure requirements • Undertake any other reasonable tasks as directed by the Club Manager. 	<ul style="list-style-type: none"> • Continuous improvement outcomes • Internal and external customer feedback.
Safety and Wellbeing	<p>As an employee:</p> <ul style="list-style-type: none"> • Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace • Understand responsibilities and accountabilities of yourself and others in accordance with OH&S legislation and Club safety policies and procedures 	<ul style="list-style-type: none"> • Role model safe work practices at all times • Actively support and promote safety and wellbeing

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY:	KEY PERFORMANCE INDICATOR
	<ul style="list-style-type: none"> Promote an open and active safety management and wellbeing culture Maintain a safe working environment within your area of responsibility. 	<ul style="list-style-type: none"> Incidents, accidents and hazards reported asap.
	<p>As a leader:</p> <ul style="list-style-type: none"> Actively maintain knowledge in safe working Provide coaching, feedback and training to ensure that all your team members practically understand their obligations and responsibilities with workplace wellbeing and safety Conduct regular audits of the workplace, checking for hazards and opportunities for improvement Report and/or assist your colleagues to report accidents, injuries and near misses as soon as possible. 	<ul style="list-style-type: none"> Incidents, accidents and hazards reviewed to minimise future risks Work methods modified as risks identified Safety audits completed and actioned.
Compliance	<ul style="list-style-type: none"> Ensure knowledge of relevant Club policies, procedures, and GRV guidelines and work methods is actively maintained for self and team Complete all mandatory and scheduled training as requested. 	<ul style="list-style-type: none"> Compliance with Club and GRV policy, procedure, guidelines and SOPs Mandated and scheduled training up to date.

PERSON SPECIFICATION
Education/Qualifications and Experience
<ul style="list-style-type: none"> Certificate III in Racing Services (Track Maintenance) or equivalent experience Working knowledge Workplace Health & Safety. Formal qualifications in OH & S will be treated favourably. Victorian driver's licence Provide First Aid Certificate, or willingness to undertake Club based training. Victorian medium rigid vehicle licence essential (or the ability to obtain) Ability to tow a trailer and other implements with vehicle or tractor.
Skills, Knowledge and Attributes
Personal Attributes:
<ul style="list-style-type: none"> Motivated self-starter who takes initiative Proven collaborative team player Attention to detail Willing to continue to learn and take direction Advocate for GRV and Club decisions
Knowledge and Experience:
<ul style="list-style-type: none"> Prior experience in track or grounds maintenance preferred Prior experience in racing industry desirable but not essential. Basic mechanical / repair and maintenance (DIY) aptitude and experience, with a working knowledge of. trades basics such as electrical, mechanical, carpentry, plumbing, welding, farmhand, tractor use desirable Experience as a team leader with demonstrated capability in coordinating activities and providing clear direction to team Experience in project management and managing third party contractors essential Sound understanding of workplace safety leadership obligations and responsibilities.
Skills:
<ul style="list-style-type: none"> Demonstrated capability to effectively organise own work and that of others Strong organisational, time management and prioritisation skills Proven problem solving skills to develop strategies and plans and to implement solutions Effective oral and written communication skills with the ability to prepare reports, do straight forward presentations Demonstrated skills in working effectively with colleagues at all levels, contractors and other external stakeholders MS Office skills – email, Word, spreadsheets desirable; The Club also utilises several cloud based programs to manage OH & S and track reporting for which training will be provided.

Position description accepted by:

NAME: _____ **DATE:** _____

SIGNATURE: _____