



## **RACING OPERATIONS OFFICER**

(Full-time - Sunday to Thursday)

Salary range \$50,000 - \$60,000

The Healesville Greyhound Association (HGA) is seeking applications for the newly created full-time position of Racing Operations Officer at their vibrant and picturesque venue located in the Yarra Valley. HGA conducts approximately 150 race-meetings per year along with other industry-based activities every week. Race meetings are conducted on Sunday, Tuesday and Friday. The club conducts several feature events throughout the year and hosts Community based fundraising events including The Great Chase and Good Friday Appeal.

We are seeking an experienced person with Administration and Marketing skills and the ability to work autonomously. Experience or interest in the racing industry would be an advantage, but not mandatory, to fill this exciting new role within our club structure.

### **Principal Duties:**

- To assist General Manager (GM) with overall operation of the Healesville Greyhound Association in accordance with best business practices as detailed from time to time.
- Assist in the administration preparation of race meetings and associated documentation.
- Completion of duties associated with preparation and operation of a race meeting.
- To manage the HGA office and race meetings when GM not in attendance
- Preparation of rosters for casual race day staff
- Assist with reconciliation / banking of race day and canteen takings.
- Maintain OHS manuals and ensure the Club compliance with reporting requirements for OHS.
- Maintain asset register.
- Provide support with marketing for Club feature events and liaise with regional marketing departments, the Administration MGRA, and Greyhound Racing Victoria.
- To engage with stakeholders and encourage Community Engagement.
- Assist with club website management.
- Other duties as required by the General Manager.

### **Key Relationships:**

- HGA General Manager, Curator and Maintenance management team
- Healesville Greyhound Association Administrator
- Greyhound Racing Victoria Management and Staff
- Suppliers
- Owners, Trainers and Patrons



**Position Skills required:**

- At least 3 years' experience in a similar administration or marketing role.
- Excellent organisational and time management skills.
- Ability to work unsupervised with demonstrated initiative.
- Proven cash handling and reconciliation skills.
- Computer literacy, particularly with the Microsoft suite.
- Sound people skills, including highly developed oral and written communication skills.
- An Understanding of OH&S and Work safe guidelines.
- First Aid Cert. Level 2 (desirable but not essential – training will be provided).
- Flexibility to meet race day commitments.
- Current Driver's Licence.
- Proven experience in website management
- Knowledge of greyhound or racing industries (desirable but not essential)

***The Healesville Greyhound Association is an Equal Opportunity employee.  
The Healesville Greyhound Association is a Smoke Free workplace.***

**Application & Resume should be forwarded to:**  
General Manager, Healesville Greyhound Association  
[cobrien@grv.org.au](mailto:cobrien@grv.org.au)

**Applications close:** 5.00pm on Friday 9<sup>th</sup> April 2021

**Proposed commencement date:** Early May 2021