**May 2022**

**Position Description and Specifications**

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| **Position title:** General Manager | |
| **Reports to:** Chairperson and Board | **Location:** Christchurch |
| **Direct reports:** 4 FTE |  |

**Nature and Scope**

The Christchurch Greyhound Racing Club is New Zealand’s busiest Racing Club conducting nearly 200 race meetings each season. The largest Club in the country, the Christchurch Club's base (shared with Harness Racing) at Addington Raceway is an excellent facility for participants and enthusiasts alike and plays host to several the Code's glamour events such as the New Zealand Cup, the New Zealand Oaks, The Kingston Cup, and the South Island Championship.

**Position Objective**

To oversee the execution of the Christchurch Greyhound Racing Club’s strategic plan, day to day operations, race meeting schedules and key events. Working closely with the Chairperson and Board, you will provide input into the strategic direction and business growth initiatives, delivering strategic partnerships with key sponsors and income generation. Additionally, you will manage the financial and commercial outcomes of the organisation while championing process improvements, overseeing administration and the implementation of effective systems and procedures. This role will lead a small team.

**Key Responsibilities and Expected Deliverables**

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| **Key Responsibilities** | **Expected Results** |
| **1 Strategic Management** | * Work with the Board in the development of strategic plans and establish annual targets and operational plans * Develop a vision for the Club and communicate regularly with the Board on evolving strategic issues * Drive the implementation and achievement of strategic and annual plan objectives and in conjunction with the Board accordingly * Proactively identify and present oportunities to the Board for consideration and evaluation * Establish and ensure the ongoing credibility of the organisation and keep the Board informed of any matters which may adversely affect the organisation’s reputation, profitability, public relations, staff morale or staff and public safety |
| **2 Sponsorship & Stakeholder Management** | * Building strong strategic partnerships with Addington raceway management, national and local bodies to advance the Club acitvities * Advocating with relevant external organisations in support of Club objectives and projects * Establishing and maintaining links with media and Club supporters to ensure a positive public relations profile * Building strong reltionships with key stakeholders including sponsors, dor owners and broader industry bodies * Build and maintain different marketing platforms to enhance the Club’s objectives, events and projects on a local and antional scale |
| **4 Racing Operations Management** | * Managing, controlling and coordinating day to day operational services including minor or routine projects * Identifying and scoping early stage projects * Supporting track staff with day to day operational requirements * Race Programming and development, preparation and completion of associated paperwork * Coordinate race meeting schedules and events |
| **5 Financial Management and Reporting** | * Ensuring the financial records in the Xero system are up to date and accurate * Issuing investment instructions to financial institutions as directed by the Board * Attending to and preparing reports to meet all statutory requirements of the Board * Overseeing and working with the Club’s Accountants * Managing delivery, budgets and reporting on larger projects * Prepare the annual and half year fiancial and business reporting * Preparing the Club’s files for audit and providing the Auditor with information requested in a timely manner * Management of the Club’s assest and various income streams |
| **8 Health & Safety** | * Ensuring compliance with the Club’s Health and Safety Plan and Risk Management Policy * Ensuring HSE plans and their implementation mets or exceeds the legal requirements taking all practicable steps to ensure safe working envrionment |

**Relationships**

**Internal:**

* Club Staff
* Track staff
* Club Board

**External:**

* Contractors to the Club
* Addington Raceway management and staff
* Sponsors, strategic partners, and other funding agencies
* Canterbury businesses and businesses representative groups
* Dog Owners
* Broader racing community

**Limitation of Authority**

Delegated authority as periodically reviewed by the Board

**Person Specification**

**Qualifications and Experience**

* Industry knowledge and experience with an interest in sport, preferably racing
* Operations management experience

**Skills and Knowledge**

* Financial management experience
* Strong in Microsoft Office – Particularly in Word, Outlook and Excel
* Strong leadership and team building experience
* Event Management experience
* Proven excellent communication skills (verbal and written)
* Knowledge of or willingness to learn social media
* Leadership ability and able to provide Club direction and devise strategy
* Strong business acumen and commercial experience
* Business planning and forecasting skills
* Understanding of operational management and best practice
* Ability to identify and develop business opportunities
* Ability to implement key strategies and deliver planned outcomes
* Strong decision, negotiation, and problem-solving skills
* Strong customer service ethos

**Personal Attributes**

* Proven ability to build, maintain and enhance relationships
* Pragmatic approach to operational management

**Agreement**

This Position Description describes the essential responsibilitiesand qualifications of the position described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job.

I confirm that I have read this Position Description and understand the essential functions of the position, Key Responsibilities and the Expected Deliverables.

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| **Employee Name** |  | Position Title |  | Signature |  | Date |
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| **Manager’s Name** |  | Club Chair |  | Signature |  | Date |