



## RACECOURSE MANAGER

### 1. Overall Purpose of Position

The Racecourse Manager is responsible for ongoing maintenance and continuous improvement of the physical condition of the Hawkesbury Racecourse tracks and associated facilities so as to provide at all times a safe and attractive high quality venue for all stakeholders and patrons of the Course.

The following key elements apply

- Oversee the development and implementation of track and racing and training facility management plans and practices for the Hawkesbury Racecourse.
- Implement industry standards for the preparation of training and racing tracks and facilities.
- Effectively communicate with Racecourse users, staff and stakeholders and ensuring all racecourse staff are effectively managed.
- Demonstrate commitment to Health Safety & Wellbeing, Ethical Behavior, Efficiency, Participation and Service of Stakeholders.
- Investigate options for continual improvement of environmental practices.

### 2. Key Actions and Activities

#### Racecourse Maintenance

- Provide expertise in the maintenance of quality turf & artificial surfaces for the purpose of racing & training.
- To prepare an optimum racing surface for the attraction of the best possible class of horses to all race meetings.
- To ensure that the grounds and gardens are well maintained.
- To ensure that all associated plant and equipment are well maintained and in the best possible condition to achieve optimum performance.
- To ensure that any necessary repairs and maintenance of racecourse infrastructure are attended to or reported to the Chief Executive Officer or Asset & Maintenance Supervisor for action so that they are maintained in good condition at all times.
- Assist with the development and implementation of capital works projects within the Hawkesbury Racecourse Grounds relating to tracks and racing and training facilities.
- Assist in the development of annual budgets and management plans to facilitate the maintenance, production, construction & preparation of all racing and training tracks and facilities to the required levels agreed with CEO and HRC Board.
- Develop and manage an annual racecourse maintenance plan detailing programs for track watering, fertilizing, mowing and gardens
- Liaise with Stewards in regard to track monitoring and performance.
- Ensure all horse infrastructure including parade ring and horse stalls are professionally presented at all times and in accordance with Racing NSW minimum standards.

- Monitoring of compliance by trainers, riders and stable hands with the Rules and Regulations of the Industry and the Hawkesbury Race Club.
- Develop monthly track management reports for the CEO and make a presentation to the Board as required.
- Ensure that all duties as outlined are performed with respect to safe working practices in accordance with the Occupational Health and Safety Act 2004.

## General

- Lead staff and effectively supervise and communicate the management and preparation of quality turf & artificial surfaces for the purpose of racing & training.
- Ensure staff receives appropriate training, induction and supervision to enable them to complete tasks safely and efficiently and to the required standard.
- Recruit staff as required and in accordance with standard NSW employment policies.
- Oversee the engagement of Official Starter and Barrier Attendants at all HRC Racedays and Barrier Trials and jumpouts.
- To conduct yourself in a professional manner at all times.
- Other general duties as could be reasonably expected in this role.

### 3. Knowledge and Skills Required (To effectively perform in the role the position holder must have the following skills, experience, qualifications)

- Minimum 5 years of senior Racecourse Management experience.
- Turf Management qualifications (Trade Qualifications minimum).
- A thorough knowledge of race day & training track maintenance & preparation procedures.
- Ability to implement effective work systems to agreed quality standards and within operational and budgetary constraints
- Good understanding of the requirements and practical applications of Occupational Health and Safety legislation and codes.
- Ability to work independently and be self motivated.
- Ability to operate required machinery including turf maintenance equipment.
- Ability to attend to general maintenance of buildings, facilities and surrounds.
- Have ability to deal with any conflict that may arise and make autonomous decisions if required.
- Experience in developing and implementing track maintenance programs.
- Ability to communicate with a wide variety of people.

### 4. Working Relationships

#### Reports to

Chief Executive Officer

#### Most Frequent Contacts

- Chief Executive Officer (Internal)
- HRC Track & Grounds Staff (Internal)
- Racing NSW Stewards and officials (External)
- Trainers, Strappers & Jockeys (External)
- Contactors & Suppliers (External)