



### **Assistant Racecourse Manager, Tracks & Maintenance**

Newcastle Jockey Club Ltd. (NJC) is a leading NSW Provincial Thoroughbred Racing Club located 160kms North of Sydney on the coast and adjacent to the Hunter Valley. The Club employs both permanent and casual staff across a range of racing, administrative and hospitality activities at Newcastle Racecourse.

NJC is calling for applicants from suitably experienced and qualified professionals to assist the GM in managing maintenance operations and delivering strong team leadership. You are a hands on and highly driven individual who is available for an immediate start.

Reporting to the GM of Racecourse and Facilities, the Assistant Racecourse Manager is responsible for leading and managing the racetrack maintenance operations and associated staff. Responsibilities also include;

- Training track operations and track maintenance
- Manage the track, horse stalls and mounting yard operations on racedays, in association with RNSW guidelines
- Schedule maintenance and develop facilities, machinery and vehicles
- Lead, develop and performance manage staff, in accordance with NJC values
- Develop and implement cost effective and innovative strategies to develop efficiencies and improve service and facilities while maintaining the highest levels of internal and external customer service
- Develop and implement documented procedures and processes to ensure the Club meets its operational and legislative requirements e.g. WHS, RNSW minimum standards and Fairwork
- Monitor expenditure against budget and ensure all financial transactions are conducted in accordance with finance and payroll guidelines
- Adhere and promote NJC's commitment to safety

#### **To be successful in this role you will have:**

We are looking for a hands on and highly driven person to join our team with immediate start. To be considered for this role you'll have:

- Minimum 3 years' proven experience in leading and developing teams in racecourse operations with a demonstrated ability to develop and implement maintenance scheduling, complete business reports and financial transactions
- Qualification in Turf Management or Horticulture is highly regarded
- Sound interpersonal, verbal and written skills and possess intermediate computer business skills

In return for your skills and achievements NJC will offer you the opportunity to join our dynamic team, gain invaluable experience and contribute in an exciting and challenging environment. You will be rewarded with a competitive salary, excellent working conditions and a professional and friendly working environment.

If you meet the requirements of this role, please forward your resume and a cover letter outlining your interest online. Please note only candidates that strictly meet the requirements will be

**NEWCASTLE**  
RACECOURSE  
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considered and only short listed applicants will be contacted. Only candidates with Australian work rights should apply.

**To apply for this position in confidence please submit your resume and covering letter addressing all criteria via email to [jane@njc.com.au](mailto:jane@njc.com.au) and marked to the attention of Mr. Chris Nation, General Manager Track and Facilities, Newcastle Jockey Club Limited.**

**Applications close Monday 22 November 2021.**

*\* Direct applications only: at this time we will not be considering candidates from recruitment/employment agencies.*