



POSITION DESCRIPTION – TRACKWORK SUPERVISOR

1. Overall Purpose of Position

The main purpose for this role is to supervise the training activities and oversee the implementation of the Club's training rules.

The following key elements apply

- To supervise the training activities and oversee the implementation of the Club's training rules.
- To maintain accurate records of usage.
- To ensure that any necessary repairs and maintenance are reported to the Racecourse & Facilities Manager for action so that all areas are maintained in good condition at all times.
- To ensure that all duties as outlined are performed with respect to safe working practices in accordance with the Occupational Health and Safety Act 2004
- To conduct him or herself in a professional manner whilst on duty at all times.

2. Key Actions and Activities

- Perform as part of a team.
- Unlock gates, turn on lights and check safety and security of facilities prior to commencement of track work.
- Ensure that the club's rules and regulations are complied with by all users.
- Communicate with trainers on issues and provision of information that ensures the smooth operation of the training centre.
- Be a point of contact for trainer issues or disputes relating to training during the hours of track work. Where an issue is unresolved, is repetitive or further action is required, ensure Racecourse and Facilities Manager is advised.
- Complete paperwork in relation to daily track reports and incident reports.
- To keep accurate records of the number of horses using the training facilities.
- Activate and provide clear instructions to all participants of emergency procedure in the event of an incident. This includes warning systems in event of loose horse, fallen rider or some other incident. Cease track work in the event of serious injury or event as deemed necessary.
- Activate Notifiable Incident procedures following a serious injury whereby a person has been taken by ambulance to hospital or the person has required immediate medical attention.

- Proactively identify any potential health and safety related issues or necessary maintenance.
- Collaboratively work to improve processes and work practices to improve efficiencies, facilities standards and service delivery.
- Notify Racecourse & Facilities Manager if an equine disease is suspected in an attending horse.
- To open and close gates to tracks during training hours as required, or as necessary upon an emergency situation to minimize risk and danger to people.
- Principle contacts point for the Club at jump out trials, conducted once a month or when scheduled.
- Enforcement of the Club Training Track Rules & Regulations.
- Perform any other duties as instructed by Racecourse & Facilities Manager as may 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)

- Ability to work independently and be self motivated.
- Current First Aid Certificate.
- Knowledge of the Club's rules and regulations.
- A sufficient level of knowledge on potential horse behaviour in order to work in and ensure a safe environment for all staff and users.
- Communication skills to enable participation in a team environment and assist with delivery of necessary communications to a diverse range of people.
- Highly organized and able to accurately record details of track usage and incidents and complete other required paper work.
- Ability to successfully deal with conflict situations and solve problems.
- Occupational Health & Safety qualifications will be highly regarded.

5. Working Relationships

Reports to

Racecourse & Facilities Manager

Most Frequent Contacts

- Racecourse & Facilities Manager (Internal)
- Chief Executive Officer (Internal)
- HRC Track & Grounds Staff (Internal)
- Trainers, Strappers & Jockeys (External)