



## GENERAL MANAGER - NSW GREYHOUND BREEDERS, OWNERS & TRAINERS ASSOCIATION

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- Lead and grow an evolving State Sporting Organisation
- Strategic leadership and change management focus

### ABOUT NSW GREYHOUND BREEDERS, OWNERS AND TRAINERS ASSOCIATION

Established in 1939, the NSW Greyhound Breeders, Owners and Trainers Association (NSW GBOTA) has two prime business functions:

1. Delivery of industry advocacy on behalf of its membership
2. Operation of racing and trialling venues within NSW, including: Wentworth Park, Appin Way, Bathurst, Bulli, Gosford, Gunnedah, Lismore, Maitland and Temora.

Currently the NSW GBOTA membership is in excess of 1200 participants located across the width and breadth of the State.

NSW GBOTA Advocacy represents greyhound racing participants on industry related issues, and functions as the major industry voice on industry matters. The NSW GBOTA works with a range of stakeholders with the primary goal to improve conditions and outcomes for participants and their greyhounds, with the welfare of greyhounds the highest priority for the Association and its members.

### GENERAL MANAGER

Reporting to the NSW GBOTA Board of Directors, through the Chairman, the General Manager provides strategic support to the Board that facilitates a commercially viable and dynamic organisation. Through the Association's two divisions; GBOTA Racing and GBOTA Advocacy, the General Manager will ensure oversight and improvement of racing operations, so to provide maximum commercial returns and enhanced customer experience.

In addition, the General Manager will ensure strong relationship management and redevelopment of the Association's profile to provide membership growth and advocacy outcomes which improve returns and deliver an industry framework that creates participant sustainability and confidence.

To be considered for this challenging role you must have a demonstrated track record in managing and growing like-sized businesses with proven strength and experience across the core functional responsibilities of leadership, governance, relationship management, financial accountability and commercial management.

- Attractive executive salary plus motor vehicle
- Sydney (Glebe) based

You will be an analytical, innovative and strategic thinker with the demonstrated capacity to provide timely, compelling and concise advice to inform Directorship and stakeholders to support decision making.

The role requires a confident communicator who projects credibility and delivers cultural change in an environment of scrutiny whilst engaging and developing lasting, positive relationships with the stakeholder family.

A background in greyhound racing is not required; however an understanding of the issues impacting the racing sector would be highly regarded.

This role presents an opportunity to deliver meaningful change to an industry whilst growing and redeveloping a longstanding state sport organisation.

### KEY RESPONSIBILITIES

The General Manager is responsible for the delivery of the following key areas:

#### Association Governance

- Ensure Association Divisions are undertaking appropriate reporting of Association matters, including but not limited to ASIC, Liquor Licencing, Greyhound Racing NSW Club Registration and Compliance
- Review and alter in conjunction with the Board of Directors, the Association's Governance Charter annually
- Coordination of NSW GBOTA Racing and NSW GBOTA Advocacy risk assessments and management plans, including insurance schedule and oversight that Management Committees are appropriately evaluating risk and rectifying as required with other parties such as Greyhound Racing NSW
- Oversee annual Association Operational and Internal Audits, ensuring a comprehensive Directors briefing to each audit
- Ensure that continuous professional development is provided for Directorship and Management
- Manage special projects, inline with Director briefings, ensuring regular project updates

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## KEY RESPONSIBILITIES - Association Governance (Continued...)

- Engage external consultation as required, ensuring briefings to Directors are holistic and undertaking risk mitigation strategies
- Undertake annual review of Association Constitution to ensure compliance and relevance
- Oversight of Association:
  - Policies
  - Operating Standards
  - Racing Licences
- Provide Directorate support, including:
  - Director meeting management; agenda, support papers, attendance and minutes
  - Oversight, and involvement where possible, to NSW GBOTA Racing management committees
  - Oversight and involvement in Association Finance and Audit Committee
  - Oversight and involvement in Association Membership and Advocacy Committee
  - Maintain Director register of attendance and conflict of interest declarations
  - Assist in Director preparation and consideration as required
- Work with Membership and Advocacy Manager to:
  - Ensure Members Register is up to date and recording relevant detail
- Coordination of Directorship elections in line with Constitution, including:
  - Call for nominations
  - Circulation of nomination information to members
  - Distribution of Ballot Papers, where applicable
  - Appointment of Returning Officer, Scrutineers and other officials are required
  - Supporting processes are in place
  - Announcement of Election process
- Coordination of Annual General Meeting in line with NSW regulation and Association Constitution
- Coordination of Association Life Membership considerations in alternate years to Election
- Development of Membership communication and engagement plan
- Formal NSW GBOTA Advocacy submissions as required

## **Relationship Engagement and Management**

- Oversee relationship management plan across NSW GBOTA divisions, ensuring local, state and national approaches are considered

- Engage with political parties and individuals on a regular basis to ensure that Greyhound Industry remains current and considered in the political landscape
- Identify further relationship engagement as required and coordinate with relevant staff and Directorship

## **Business Oversight**

- Review monthly trading reports, ensuring developed reports are holistic in information and analysis, and delivered in a timely manner
- Undertake required coordination, input and oversight to development of the Annual Report, with appropriate planning in place and Director sign off
- Coordinate and contribute to Annual Remuneration Committee considerations
- Work with Association Auditor as required to ensure annual review of trading and additional matters as required

## KEY RELATIONSHIPS

**Reports to:** NSW GBOTA Board of Directors, via the Chairman

### **Direct Reports**

- Commercial Manager
- Membership and Advocacy Manager
- Track Managers

### **Internal**

- NSW GBOTA Board of Directors
- NSW GBOTA Employees

### **External**

- NSW GBOTA Members
- Greyhound Racing NSW
- NSW Greyhound Welfare and Integrity Commission
- Australian Federation of Greyhound Breeders, Owners and Trainers Association
- Greyhounds Australasia
- Greyhound Clubs Australia
- Greyhound Clubs NSW
- Ladbrokes
- Tabcorp and SKY Racing
- Greyhound Media Services
- NSW Members of Parliament
- Department of Primary Industry
- Department of Racing
- Office of Liquor, Gaming and Racing

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## SELECTION CRITERIA

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In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for the General Manager role will require a range of personal and professional skills, including:

### Qualifications and Experience

- Tertiary qualifications and/or demonstrated experience in business, marketing or a related field
- Demonstrated capacity to provide timely, compelling and concise advice to inform Directorship and stakeholders to support decision making
- Experience in delivering cultural change through influence and using innovative techniques
- An understanding of the issues impacting the racing sector would be highly regarded

### Key Behaviours -

#### Relating & Networking

- Establishes good relationships with members, customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels
- Manages conflict; uses relevant strategies to appropriately to enhance relationships with others

#### Persuading & Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

#### Presenting & Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

#### Creating & Innovating

- Produces new ideas, approaches or insights
- Produces a range of solutions to problems
- Seeks opportunities for organisational improvement
- Devises effective change initiatives

### Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Candidates must be legally entitled to work in Australia.

### LOCATION AND TRAVEL

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The position is based at the NSW GBOTA office at Wentworth Park, Glebe. Travel throughout NSW will be required to visit tracks around the state for performance management sessions and major race meetings throughout the year.

### HOURS OF WORK

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This is a Full Time position. Due to the nature of the role and the sport industry, some evening and weekend work will be required from time to time to attend meetings and events.

### REMUNERATION GUIDE

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A market competitive remuneration package plus a fully maintained motor vehicle will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to discuss their salary expectations with Sportspeople Recruitment prior to applying.

### WEBSITE AND SOCIAL MEDIA

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For more information and news items on all facets of activities, services and programs, visit:

NSW GBOTA website: [gbota.com.au](http://gbota.com.au)

Facebook: [facebook.com/NSWGBOTA](https://facebook.com/NSWGBOTA)

### TIMELINES

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Final interviews and the appointment of the General Manager, NSW Greyhound Breeders, Owners and Trainers Association are scheduled for mid-May, 2019.

The successful candidate would be expected to commence duties as soon as possible.

# GENERAL MANAGER - NSW GREYHOUND BREEDERS, OWNERS & TRAINERS ASSOCIATION



## PLEASE APPLY NOW TO AVOID MISSING OUT!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

**If you are intending to apply, please do so now.**

**Applications Close: Close of Business Wednesday 1 May, 2019**

Preferred Format: Candidates must complete and submit the **Sportspeople Recruitment Application Form** at the time of applying. The Form is available as a download at the Sportspeople Jobs Market listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

## APPLY TO

Your application should be sent electronically to [jobs@peoplerecruitmentgroup.com](mailto:jobs@peoplerecruitmentgroup.com) with the subject identifier of the email to be formatted as follows:

**190318-01 General Manager - NSW GBOTA <<Your Name>>**

## ENQUIRIES

The General Manager, NSW Greyhound Breeders, Owners and Trainers Association recruitment assignment is being managed exclusively by **Sportspeople Recruitment** - a *specialist division of People Recruitment Group*.

In the first instance general enquiries should be directed to Scott Oakhill on 0408 28 337 or FREECALL AU 1800 634 388 or +61 2 9555 5000 or via [jobs@peoplerecruitmentgroup.com](mailto:jobs@peoplerecruitmentgroup.com).