

# Position Description: Curator/Track and Facilities Manager

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## Position Purpose

The Counties Racing Club is an established Thoroughbred Racing and Training venue based at Pukekohe Park.

The current 2019/2020 Season is a milestone for the Club as it celebrates its Centennial in May 2020

The Curator/Track and Facilities Manager is responsible for leading the team that provides the maintenance and management of the Clubs four turf tracks, sand track, plough track and other horse training related infrastructure as well as the grounds and Park surrounds and all the Parks facilities (excluding the motor racing circuit).

The Track and Facilities Manager will be involved in liaison with various departments from NZTR, in particular the Racing Integrity Unit and other related parties to ensure the Club is best placed to continually attract the patronage, be that with Trainers or NZTR, that allows the Club to meet its Strategic Plan.

Some of the key areas include:

- Leading the team that provide high-quality range of services, including tracks for racing and training activities
- Maintaining all tracks to the standard as set out by in the NZTR guidelines
- Provide customer focused safe surfaces for Trainers at Pukekohe Park
- Directing the team to conduct the Clubs race meetings
- Liaising with contractors and/or suppliers in relation to tracks maintenance
- Work in collaboration with the Clubs other Managers; Administration, Marketing and Sponsorship, Events and Motor Circuit

## Skills, Experience and competencies:

### Essential Requirements

- Technical skills
  - Recognised qualifications in Turf Management and/or experience in Managing Racing and Training surfaces
  - Knowledge of Race meeting operations and requirements
  - Experience in operating and maintaining irrigation systems
  - Strong knowledge of maintaining racing and training surfaces
  - Knowledge of NZTR Tracks Preparation Policy
  - Current full driver's licence and the ability to operate and maintain all manner of tracks and farm maintenance equipment and machinery
  - Competent computer skills and knowledge of using MS Word and Excel
- Planning and Organisation
  - Ability to prioritise

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- Structured and disciplined time management skills
- Management and Leadership
  - Able to effectively engage, control and maintain processes, people and tasks
  - Ability to manage a team of individuals and motivate them in their respective roles
- Communication Skills
  - Excellent verbal, written communication and negotiation skills
- Customer Service
  - Ability to identify and provide solutions of high standards aimed at addressing business and customer needs
- Attention to Detail
  - Accomplishes tasks efficiently
  - High quality finisher
- Adaptability
  - Able to remain efficient and effective when faced with changing tasks, responsibilities, conditions and people

## Personal Characteristics and Attributes

- Calm manner and copes well under pressure
- Works with integrity and ethical responsibility
- A flexible and adaptable work approach
- Excellent organisational skills
- Quick thinking
- Excellent communication
- Self- motivated and dedicated to their role

## Communication with others;

<b>Position Reports to:</b>	General Manager
<b>Supervises Directly:</b>	Assistant Track Manager Crossing Keeper Track and Grounds staff
<b>Communicates Internally:</b>	Administration Manager Sponsorship and Marketing Manager Functions Manager Motor Racing Circuit Manager
<b>Communicates Externally:</b>	Various NZTR Departments Suppliers, Contractors and Consultants

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## Primary Responsibilities

Functional Area	Key Accountabilities
Track Maintenance and Best Practice	<ul style="list-style-type: none"> <li>• Ensure Tracks are managed and maintained to a high standard</li> <li>• Create and maintain annual, monthly, weekly and daily work plans and rosters</li> <li>• Monitor and record weather and track conditions that affect track performance and maintenance</li> <li>• Lead the team with the work related to track maintenance and equipment and machinery maintenance</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Play an active role in supporting and driving a productive and motivated work culture within the whole racecourse maintenance team</li> <li>• Build relationships with key stake holders (trainers, riders etc) that are productive and achieve the Clubs objectives</li> <li>• Recognise the importance of the “casual” track maintenance workforce, recruit, teach and maintain this workforce to undertake maintenance tasks</li> <li>• Chairman of the Counties Racing Club Course Sub-Committee providing Management support and direction to the group</li> <li>• Promote and develop a work culture and a team that reflect the needs of a 7 day a week business, and a business that starts operations at 4am through until 10pm (seasonal)</li> </ul>
Policies and Procedures	<ul style="list-style-type: none"> <li>• Submit monthly reports (or as required) to the General Manager providing regular updates on Tracks, Facilities and general Park maintenance</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Promotion of “safety first” culture ensuring the Clubs obligations and compliance to H&amp;S matters for staff, stakeholders and customers is always met</li> <li>• Ensure that all work orders, tasks/checklists, materials lists, chemical registers and H&amp;S standards are always up to date and accurate</li> </ul>

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	<ul style="list-style-type: none"> <li>• Development and adherence to safe work practices to Counties Racing Club staff, including wearing of PPE and safety equipment as required</li> <li>• Ensure that injury and incident reports are completed</li> </ul>
Race Day and Training Operations	<ul style="list-style-type: none"> <li>• Coordinate the track staff for set up of the course for race meetings, during and post -race meetings</li> <li>• Coordinate track staff for set up of training sessions, during training sessions and post training sessions</li> <li>• Work with the Marketing and Sponsorship Manager to provide up to date Track information for the Clubs social media platforms</li> </ul>
Racecourse Facilities and Infrastructure	<ul style="list-style-type: none"> <li>• Oversee and implement project delivery with all infrastructure projects relating to Tracks, Facilities and Park surrounds</li> <li>• Assist the General Manager with creating and maintaining budgets for capital purchases and maintenance tasks</li> </ul>
Company Values and Behaviours	<ul style="list-style-type: none"> <li>• Adheres to relevant policy and procedures that are applicable to the role</li> <li>• Always works with integrity and honesty and treat all clients and staff alike with respect in all situations</li> <li>• Embraces technology advances and innovation and actively participates in putting forward recommendations for improvements</li> <li>• Works in collaboration with others and operates with transparency with interactions.</li> <li>• Is a team player and involves others wherever possible. Recognises the value and contribution of our people.</li> </ul>