

TRACK CURATOR - ROLE PROFILE

Position Title:	Track Curator
Department:	Grounds and Tracks
Reports to:	Operations Manager
Location:	Lockyer Valley Turf Club - Gatton
Annual Base Salary Range:	TBA
Hours of Work:	Full Time - 38 hours per week - incl. weekend work

POSITION PURPOSE

The primary purpose of this position is to supervise in the development and ongoing maintenance of the Clubs, training tracks and facilities where applicable i.e., general surrounds, workshop, stable(stalls) complex, and grounds of Lockyer Valley Turf Club.

The Track Curator will ensure that all of the above areas are presented in the best possible condition, which will contribute to making Lockyer Valley Turf Club a premier racing and training facility.

In addition to the supervisory duties, the Track Curator will assist, where required, in the ongoing maintenance and work required on the Course Proper and general facilities, i.e. gardens and buildings.

The key challenge for this role is developing and maintaining the grounds, surrounds, training tracks in optimum condition within cost effective budgets, and keeping abreast of best practice techniques and products or new approaches. In particular, notice must be taken of the demands of the Racing Industry regarding training conditions and the busy annual racing calendar.

The Track Curator must have the ability to work independently in carrying out specific duties and to organise, coordinate and motivate Track and Grounds staff under your control so as to ensure maximum results while meeting the required deadlines. A strong teamwork attitude and the ability to work well with others are paramount in this role. You will be required to communicate and work in with other key staff such as Committee, Track Supervisor, management, and office staff.

The Track Curator requires strong time management and organisational skills, as well as sound analytical skills so as to develop innovative solutions to problems that may arise.

The Course Curator will be responsible for all ground and track staff.

The Course Curator will be expected to attend all race days, barrier trials and jump-outs and other racing-related activities.

DUTIES

1. Supervision & Allocation

- 1.1. Directly responsible for work assignments allocated to the following Track and Ground staff:
- 1.2. Casual Racecourse Staff
- 1.3. Any additional Track or Facilities staff as advised by the Operations Manager
- 1.4. In conjunction with the Operations Manager arrange the acquisition of capital items, which were included in the annual Budget;

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- 1.5. Examine the monthly reports and provide explanations on material variations between actual results and budgeted amounts;
 - 1.6. Alert the Manager of any breaches or potential breaches of WH&S requirements;
 - 1.7. Resolve any queries and/or complaints from patrons regarding quality of service being provided and alert the Manager/Committee to any unresolved and, or, major issues;
 - 1.8. Set standards and principles that determine how the business operates
- 2. Course Proper Maintenance**
 - 2.1. Oversee and manage the duties required to maintain the course proper including patching, watering, rolling, and mowing and any associated irrigation work.
- 3. Training Track Maintenance**
 - 3.1. Supervise, allocate and assist in all duties required to maintain the training track including dragging, watering, and rolling and ongoing maintenance of rails and track, including any pesticide applications. Oversee bi-annual grading and major works of the training track. Ensure the condition and safety of training track is not compromised i.e. wash outs during wet season.
- 4. Rail Shift**
 - 4.1. Responsible for the planning and implementation of any rail shifts and supervising and arranging casual staff to carry out the duty to the required level of competency.
- 5. Grounds Maintenance**
 - 5.1. Supervise, allocate and assist in duties regarding grounds maintenance, including mowing, slashing, and whipper snipping.
- 6. Cleaning**
 - 6.1. Duties regarding cleaning after race meetings or key functions, including picking up rubbish and emptying all bins, as well cleaning horse stalls pre and post race meetings or as required.
- 7. Equipment**
 - 7.1. Assist with the maintenance of all Club tools, equipment, and machinery, and keep an inventory detailing tools, equipment and machinery on hand.
 - 7.2. Must assist to ensure services are carried out when required. Also, ensure the ongoing maintenance, cleaning and care of all machinery and equipment.
 - 7.3. Compile stock orders, organise invoicing and negotiate purchasing with sales representatives for all required tools, machinery and equipment if required.
- 8. General Works**
 - 8.1. To arrange and assist in the carrying out of works designated by the Club's Committee, Works Sub-Committees and Management.
- 9. Reports/Rosters**
 - 9.1. As the Track Curator you will be required to set daily, weekly, and monthly priorities regarding track and grounds maintenance and staff management issues. New or unusual matters including significant expenditure must be brought to the attention of your manager.
 - 9.2. You will be required to develop and implement work schedules and rosters for designated staff under your control and direct and develop staff through effective performance management.
- 10. Professional development**
 - 10.1. Keep up-to-date with the latest legislative requirements and how they affect the Organisation
 - 10.2. Relationship management
 - 10.3. Opportunities for career development

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11. Key Performance Indicators

Your performance in the position will be assessed against the following main criteria. However, the criteria listed below are not an exhaustive list.

- 11.1. The overall appearance and function of the training track, surround, stable (stalls) complex and associated training facilities.
- 11.2. The number and nature of legitimate complaints from industry stakeholders, including the general public, relating to your performance in the position.
- 11.3. The number and nature of legitimate complaints from staff regarding your supervision of them and ability to work with others.
- 11.4. The overall maintenance and effectiveness of all plant, machinery, and equipment under your control.
- 11.5. The results achieved from working within a team environment to achieve maximum results across all staffing levels.

PERSON SPECIFICATION

Education / Qualifications

- Certificate//Diploma/Tertiary qualifications in an appropriate discipline.
OR
- Proven successful experience in the field or fields relevant to racing/horticulture/maintenance.

Specialised Job Knowledge and Experience

- Understanding of the racing and related industries and current and future challenges.
- Have held a similar position elsewhere and be able to demonstrate success in all areas of responsibility.
- Demonstrated experience in the management of people in a service delivery environment.
- Demonstrated ability to lead and establish and maintain key relationships.

Special Requirements and Working Conditions

- A performance review will take place after 3 months.
- Will be required to work on weekends and extended hours when reasonably required.
- Must hold a current driver licence.
- Interstate travel may be required.
- May be required to undergo a criminal history check.