



Officials Manager

- **Key role for our sport**
- **Opportunity to make a difference**
- **Join a great team**

About Us

We are a passionate team focused on the development, regulation, promotion and administration of motorsport across Australia. As the National Sporting Authority and custodian of four wheeled motorsport in this country, we are a dedicated, talented and collaborative team committed to doing what is best for the sport.

About the Role

Responsible for our Motorsport Australia officials program, you have a crucial role to play in ensuring the safety and professionalism of motorsport events while supporting the overall well-being and development of our officials. This role is tasked with developing and implementing strategies to recruit, retain, manage and train our volunteer officials as well as implementing policies and practices to ensure their safety and well-being.

This is a critical, core business role. Our officials play an extraordinary role in our sport. Put simply, without them, we do not go racing. We are looking for someone who understands this and shares our passion to elevate our program to be world class. An in-depth review of our current Official's program resulted in 37 key recommendations that you will have an important role in operationalising and delivering into the organisation and across the broader sport.

Key responsibilities include:

- Develop strategies for operationalising the 37 action recommendations identified.
- Develop and implement plans for recruiting and retaining officials.
- Design and implement training programs for officials.
- Develop training materials, manuals, and resources to support ongoing education and development of officials.
- Collaborate with relevant stakeholders to identify and address safety concerns, ensuring compliance with industry standards and regulations.
- Implement measures to manage the physical and mental well-being of officials.
- Foster and lead a culture of continuous improvement amongst officials, encouraging innovation and collaboration.

About You

To be successful in this role you will:

- have experience working with volunteers, a member-based organisation and / or in sport
- you will be degree qualified in Sports Management / Business or similar
- be effective at leading people and will successfully build and manage productive relationships
- have excellent organisation and planning skills, a high attention to detail and be able to deliver quality results on time
- be skilled in the use of Microsoft Office programs



Officials Manager

- **Key role for our sport**
- **Opportunity to make a difference**
- **Join a great team**

- have the flexibility to work after hours and on weekends as required
- have some experience or exposure to developing training plans and recruitment strategies

We will offer you a supportive learning environment and a great team culture. This role is based at our office in Canterbury, Melbourne, with flexibility to work from home throughout the week. The role requires some travel to events and after hours/weekend work.

How to Apply:

Please email **your resume and a brief cover letter summarising your response to the selection criteria** (as outlined in the Position Description) to Human Resources at recruitment@motorsport.org.au. Applications close on Sunday 7 July 2024.

Motorsport Australia embraces diversity of gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. Applicants from diverse backgrounds are welcome and encouraged to submit their applications. Motorsport Australia is committed to making motorsport welcoming, safe and inclusive for all. We prioritise the wellbeing of children participating in our sport, who have a right to take part in sport in a safe, positive and enjoyable environment.

We are equally committed to removing barriers and improving the employment prospects of people with visible or invisible disabilities. We encourage you to share any support and adjustments you need to be your best and participate equitably in our recruitment process. We understand sharing your needs with us can be daunting, so if you have questions before or during your application, we welcome you to get in touch at recruitment@motorsport.org.au. Anything you tell us will be kept completely confidential.