

Officials Manager Position Description – June 2024

Title	Officials Manager	Department	Motorsport - Technical & Safety
Reports to	Sporting & Technical Director	Job Status	FT, permanent

Our Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

Our Vision

More people enjoying more motorsport, in more places, more often.

Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

Why the role exists

Responsible for our Motorsport Australia Officials program, you have a crucial role to play in ensuring the safety and professionalism of motor sport events while supporting the overall well-being and development of the 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.

Duties and Responsibilities

Strategy Development

- Member of the Project Working Group responsible for implementing the Officials Working Group (OWG) Recommendations
- Develop strategies for operationalising the actions identified, ensuring alignment with the overall goals and objectives of Motorsport Australia.

Recruitment, Training and Safety

- Develop and implement plans for recruiting and retaining officials partnering with panels, clubs and other key stakeholders.
- Design and implement training programs for officials to ensure they have the necessary skills and knowledge to perform their roles effectively including training in behaviour and conduct.
- Develop training materials, manuals, and resources to support ongoing education and development of officials. Ensure these are accessible and up to date.
- 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.

- Monitor and address any issues related to fatigue, stress, or burnout among officials, implementing strategies to mitigate these risks.

Continual Improvement

- Via State panels, foster a culture of continual improvement among officials, encouraging innovation and collaboration.
- Regularly review and evaluate the effectiveness of strategies and programs, making adjustments as necessary to enhance performance and outcomes.
- Establish performance evaluation criteria and processes to assess the effectiveness and competence of officials.
- Provide constructive feedback mechanisms and support for officials to improve their performance and professional development.

Selection Criteria

Essential

- Degree qualified in Sports Management / Human Resources / Business or similar
- Experience working with volunteers, a member-based organisation and / or in sport
- Experience leading people
- Ability to build and manage productive relationships
- Excellent organisation and planning skills
- High attention to detail and able to deliver quality results
- High level communications skills (verbal & written)
- Proactive and reliable
- Skilled in the use of Microsoft Office programs
- Flexibility to work after hours and on weekends as required

Desirable

- Experience developing training plans
- Experience developing recruitment strategies