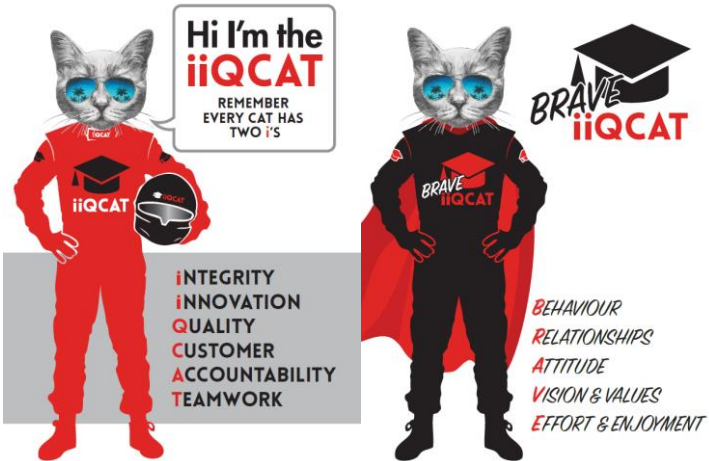


Position:	Senior Manager – Motorsport
Division:	Motorsport
Department:	Motorsport, Entertainment & Industry
Reporting to	General Manager – Motorsport, Entertainment & Industry
Direct Reports	Manager – Motorsport Operations Motorsport Coordinator Motorsport Assistant CAMS Secondment
Employment Type	12 month contract with possibility for permanency

Key Relationships	<p><u>Internal</u> General Manager - Motorsport, Entertainment & Industry General Manager – Operations Entertainment & Fan Engagement Manager Manager – Motorsport Operations Manager – Industry Integration Motorsport Coordinator Entertainment and Merchandise Coordinator Division Manager Risk & Operations Venue Operations Manager and Coordinator Manager - Digital Finance Department Legal Department Division Manager Infrastructure Infrastructure Department Sales & Commercial Department Other internal stakeholders as relevant and appropriate</p> <p><u>External</u> Formula 1 Group Dorna Sports SL Confederation of Australian Motor Sport (CAMS) Motorcycling Australia (MA) Phillip Island Operations (PIO) Supercars Australia The Alfred Hospital Ambulance Victoria Contracted Formula 1 Event Project Managers - APP National support category managers (F1 event) Motorcycle support category competitors Official Vehicle Suppliers Key suppliers and commercial partners Other stakeholders as relevant and appropriate</p>
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Values	<p>Knowledge of and consistent demonstration of the Corporation's IIQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p> 
Corporation Objectives	To promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island.
Governed by	The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).
Standards of behaviour	The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.
Human Rights	The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions.
Role Objectives	<p>Successful, safe and timely completion of all activities associated with the operation of an entertaining track program for the FORMULA 1™ Australian Grand Prix and the Australian Motorcycle Grand Prix (MotoGP).</p> <p>Contribute to the overall success of the Motorsport Entertainment & Industry Department and Australian Grand Prix Corporation's delivery of each event.</p> <p>This position's primary responsibility is providing sound and measured leadership for the organisation's entire Motorsport program functions at each event.</p>

Core Responsibilities

- Membership of the Organising Committee for the Formula One event. and attendance of the Organising Committee for the MotoGP event.
- Accurate financial management, forecasting and ongoing monitoring of the Motorsport budget for each event.
- Accountability for the overall motorsport timeline of milestones and deliverables across the 12-month planning and delivery cycle.
- Responsibility for efficient relationships both inter – departmentally and external suppliers and stakeholders.
- Management of Support Category program including race entries, fees, category manager relationships (F1 event) and competitor relationships (MotoGP event) working with the Motorsport Operations Manager.
- Collaboration with the General Manager - Motorsport Entertainment, & Industry in the development of the track program for each event.
- Development and delivery of other Motorsport related event activities as scheduled from time to time in collaboration with the Motorsport Operations Manager
- Accountability of timely application of the International Accreditation for the Formula 1 and MotoGP events working with the Motorsport Operations Manager
- Responsibility for the professional delivery of all Support Category Podium ceremonies at both the Formula 1 and MotoGP events and working with Formula 1 Management, Dorna Sports and AGPC media team in relation to international podium ceremonies.
- Accountability for accurateness of support category participation agreements
- Relationship management with CAMS and MA and ensuring they are complying with contractual arrangements.
- Oversee the timely management of support race entry forms, supplementary regulations and final instructions for both events.
- Oversee the management and contract compliance of the vehicles supplied as Course Vehicles and AGPC Operational Vehicles.
- Oversee the management and contract negotiation for the supply of on-site transport for both events.
- Accountable for the professional planning and assistance to CAMS (F1) of the Race Officials After Race BBQ function at both events.

- Responsibility for the design, planning and management of all National Race Paddocks working with the Motorsport Operations Manager.
- Oversee the management of all Motorsport related facility ordering working with the Motorsport Operations Manager at both events.
- Contract negotiation and management of the medical helicopter supplier re the provision of Medical Helicopter Services for the MotoGP event.
- Contract negotiation of the non-emergency ambulance transport supplier for MotoGP
- Accountable for the planning and management of the Medical Centre layout for both events and liaison with the Chief Medical Officer as required and working with the Motorsport Operations Manager.
- Relationship management responsibility with The Alfred Hospital - service provider for the Formula 1 event.
- Accountability for the timely review and updating of various Operations Plans associated with Motorsport activities.
- Oversee the timely provision of relevant motorsport content for inclusion in the official program for both events.

At the reasonable request of your General Manager and/or the Chief Executive Officer, role responsibilities may be altered at any time. Changes will be tied to the Corporation's strategic objectives, workforce planning and the structural alignment of the Corporation.

Governance

Adhere to Corporation policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments.

Conducting every aspect of work in a trustworthy, reliable and transparent manner, and maintaining the highest ethical standards.

Customer Service

Putting internal and external customers first, building strong relationships and ensuring that the approach is responsive to the needs of the internal/external customer.

Encouraging openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.

Continuous Improvement

Taking initiative to improve operations/services/products and systems so that they are consistent with the Corporation's strategic direction and values; incorporating innovation and experimentation into daily work.

Health and Safety

To assist the Corporation in meeting its health and safety obligations you will be required to:

- Actively participate in the reporting of hazards, incidents and near misses.
- Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Adhere to the Corporation's various policies, procedures, work practices and standard operating procedures.
- Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system.

To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, you must inform your manager of any issues which may impact your ability to safely perform your role.

Environmental Considerations

Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation's policies, procedures and work practices.

PERSON SPECIFICATION

Qualifications and Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Degree qualified, ideally in sports/ event management or other relevant discipline. • Demonstrated relevant, equivalent professional experience of at least the last 5 years and knowledge in Motorsport event Management. • Extensive knowledge and evidence of application of FIM, FIA, CAMS, MA Rules and Regulations and process and procedure for development of event regulations. • Excellent organisational and planning skills to manage conflicting demands • Proficiency with financial budgeting and forecasting • Strong negotiation and influencing skills with the ability to resolve conflict • Leadership skills with the ability to motivate, mentor and lead staff and volunteers • Highly developed interpersonal skills, with the proven ability to build effective relationships and communicate with a diverse range of people both internal and external. • A full Driver's License or equivalent from another state and preference to have an ability to drive a manual vehicle • Knowledge and understanding of Formula 1 and MotoGP, personnel, and circuits. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience or interest in Motorsport industry / events industry and motorcycle industry is advantageous • Experience working with volunteers, a member based organisation or in sport • Exposure to events, sport and high-risk environments • A full Motorcycle License or equivalent from another state • Flexibility to work long hours and weekends may be necessary, especially during events, big projects or periods of change and travel, as needed.
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**Relevant Traits and
Characteristics**

Customer Service

- Demonstrated achievement in and enthusiasm for the provision of quality customer service
- Immediately respond to customers' needs or concerns to ensure the quality of service meets agreed standards

Teamwork, Adaptability and Resilience

- Demonstrated commitment to teamwork and the maintenance of a supportive work environment
- Ability to work effectively as part of a team in a fast-changing environment
- Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances

Interpersonal, Verbal and Written Communication

- Well-developed written communication ability
- Strong interpersonal and communication skills
- An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels

Organisation and Planning

- Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands
- Ability to meet deadlines

Technology

- Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint
- Experience in information management systems, including internet and on-line environments

Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development