

<b>POSITION DESCRIPTION:</b>	
<b>Position Title</b>	General Manager (GM) Sport Operations
<b>Function / Team</b>	Senior Leadership Team / Sport Operations
<b>Employment Type</b>	Full-time

<b>Organisation</b>	Equestrian Australia (EA) is the peak body for the administration of equestrian sport in Australia. The organisation manages four Olympic / Paralympic sports and four non-Olympic sports. The commitment to success is encouraged at every level of the sport and is reflected in world-class results at Olympic level. As a result, Australia has earned the reputation as an elite equestrian nation.
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<b>Position Purpose</b>	<ol style="list-style-type: none"> <li>Oversee and lead all matters related to Sport Operations, including Discipline Committees, Participation, Coaching, Officials, Volunteers, Member Services, Equine Issues and Event Management</li> <li>The GM, Sport Operations is an integral member of the Senior Leadership Team of Equestrian Australia and will be instrumental in developing and delivering on the strategy of the sport</li> </ol>
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<b>Responsibilities</b>	The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all requirements.
<b>Focus Area</b>	<b>Key Accountabilities (key outcomes)</b>
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>Lead the team responsible for: <ul style="list-style-type: none"> <li>Driving membership and participation growth</li> <li>Developing and executing on key participation programs</li> <li>Educating and developing officials and coaches</li> <li>Accrediting and registering officials and coaches</li> <li>Oversight of EA's involvement in all events, competitions, and activities</li> <li>Key connection point with the High-Performance team ensuring smooth pathway and functional operation of the sport</li> <li>Supporting and servicing sport discipline and coaching committees in accordance with the charters for these committees</li> <li>Management and implementation of Sport rules, in conjunction with the Discipline Committees</li> <li>Ensuring all sport compliance obligations are promptly met for all relevant stakeholders – Federation Equestre Internationale (FEI) and Sport Australia</li> <li>Diversity &amp; inclusion</li> <li>Implementation of the Learning Management System (LMS)</li> </ul> </li> </ol>

<p><b>Responsibilities</b></p>	<ol style="list-style-type: none"> <li>2. Management of the National Discipline Committees: <ul style="list-style-type: none"> <li>• Lead the development of National Discipline Committee Sport Development Strategies in alignment with the EA Whole of Sport Strategic Plan in collaboration with key stakeholders.</li> <li>• Lead the development and oversight of work plans and budgets against the Sport Development Strategy.</li> <li>• Establish and maintain good working relationships with Discipline and Coaching committees especially the Chairs, State Branches especially the CEOs, Members, and other stakeholders to ensure activities across the sport are efficient, effective and maximise value for money</li> </ul> </li> <li>3. In consultation with the CEO and the Sport Operations Team, develop and administer operational plans and budgets for the Sport Operations Business Unit, produce reports for Board and Executive meetings</li> <li>4. Ensure the Sport Operations Business Unit efficiently and effectively responds to requests for information from all stakeholders – Discipline Committees, State Branches, Members, FEI, Sport Australia, Equine Industry, other Stakeholders, and the General Public. These requests cover such areas as including the application and interpretation of international and national sport regulations, rules, by-laws, policies, etc</li> <li>5. Oversee support and represent EA in the equine industry space and equine stakeholder groups including Animal Health Australia (AHA), Royal Society for the Prevention of Cruelty to Animals (RSPCA), Australian Horse Industry Council (AHIC) and Horse Traceability</li> <li>6. Support the CEO around the overall management of key stakeholder groups including FEI, Sport Australia, AIS, AOC, PA, State Branches, the Board, Committees, and Panels, Advisory, Working Parties, and Task forces in the equine industry</li> <li>7. Provide leadership to the Sports Operations Team, ensuring a constructive relationship exists between the Discipline and Coaching Committees, and ensure they are suitably trained to perform their roles and to comply with relevant policies and that accurate business reporting and compliance and risk and safety mitigation and reporting is core to the operations of Sport Operations</li> </ol>
<p><b>Business Growth</b></p>	<ol style="list-style-type: none"> <li>1. Participate in strategic projects, as required</li> <li>2. Participate in project and change management initiatives and</li> <li>3. Participate and lead other business initiatives as required</li> </ol>

<p><b>Best People and Practices</b></p>	<ol style="list-style-type: none"> <li>1. Participate in relevant training and personal development activities</li> <li>2. Participate in constructive two-way communications activities</li> <li>3. Contribute to a strong team-based culture where employees respect each other's differences while working together towards the common goals</li> <li>4. Support and participate pro-actively in change initiatives and</li> <li>5. Implement standardised best practices and identifies and supports the implementation of continuous improvement opportunities</li> </ol>
<p><b>Ethics and Compliance</b></p>	<p>All employees are responsible for:</p> <ol style="list-style-type: none"> <li>1. Actively promoting and adhering to an ethics-based culture and, as applicable, ensuring that all associates are aware of and fully comply with EA's Super Code of Conduct and related policies as amended from time to time.</li> <li>2. Undertake and complete training in the standards of conduct articulated in the annual training programs.</li> <li>3. Foster open and honest communications and</li> <li>4. Promote and support gender equality, diversity, and equal employment opportunity (EEO) principles throughout the organisation</li> </ol>
<p><b>Key Performance Indicators</b></p>	<ol style="list-style-type: none"> <li>1. Development of Sport Operations input into the Strategic Plan</li> <li>2. Management of the National Discipline Committees processes and outcomes.</li> <li>3. Growth and development of members, coaches and officials involved in the sport (numbers to be agreed)</li> <li>4. Effective operation of business unit including staff management and development</li> <li>5. Fulfillment of all FEI requirements</li> </ol>
<p><b>Qualifications</b></p>	<ol style="list-style-type: none"> <li>1. Tertiary qualifications in business, sport management</li> </ol>
<p><b>Skills, Knowledge and Experience</b></p>	<p><b><u>Desirable</u></b></p> <ol style="list-style-type: none"> <li>1. Experience in managing pathway programs, including the growth and development aspects of coaching, officiating, participation</li> <li>2. Experience in event operations</li> <li>3. Understanding of modern-day sport operation challenges and efficient structures</li> <li>4. Knowledge of matters affecting the welfare of athletes</li> <li>5. Exceptional knowledge of matters affecting horse welfare and trends in the equine industry</li> <li>6. Experience dealing with complex and diverse stakeholders, including Government agencies</li> <li>7. Exceptional leadership and communication skills</li> </ol>

<p><b>Skills, Knowledge and Experience cont.</b></p>	<ol style="list-style-type: none"> <li>8. High level administration experience</li> <li>9. Project management experience</li> <li>10. Have an empathy for volunteerism</li> <li>11. Take projects from concept to delivery with a successful completion</li> </ol>
<p><b>Key Behaviours</b></p>	<ol style="list-style-type: none"> <li>1. Self-motivated, able to complete complex tasks independently</li> <li>2. Ability to work in a small team environment and prepared to undertake a range of tasks to get the job done</li> <li>3. Demonstrate appropriate and professional workplace behaviours and assist and support team members and colleagues</li> <li>4. Willingly take ownership of wide range of tasks to 'get the job done',</li> <li>5. positive contribution to EA's culture</li> <li>6. High levels of attention to detail, assumed responsibility and accountability</li> <li>7. Strong influencing capability</li> <li>8. Always act with integrity</li> <li>9. Ability to work at a fast pace in a multi-tasking environment, prioritising tasks to meet deadlines</li> </ol> <p>Highly motivated individual who has a passion for sport</p>
<p><b>Company Commitment</b></p>	<ol style="list-style-type: none"> <li>1. EA is committed to providing the highest quality of service to our members. You are expected to contribute to enhancing EA's reputation and success through delivering exceptional member experiences</li> <li>2. In keeping with our reputation for quality and service, you are always expected to conduct yourself in a manner conducive to good relationships with our members, service providers and other staff as well as ensure that a high professional standard of presentation and performance is maintained</li> <li>3. You are expected to respond flexibly and quickly to any changes required by EA, its members, and the requirements of the sports industry. You may be required to undertake other duties within the EA operation as required, subject to the extent of your skills and training or as requested by a supervisor/manager for which you have the appropriate skill</li> <li>4. Demonstrate a commitment to continuous improvement and professional growth</li> </ol>

<b>Notes</b>	<ol style="list-style-type: none"> <li>1. Working with Children Clearances (or ability to obtain one), willingness to undergo a National Police Check, driver licence and car, outside of ordinary business hours work expectations, some domestic travel required</li> <li>2. This position description is to serve as a guide. It is intended to be flexible and will continue to evolve over time with business needs and demands and may be updated periodically and at the Employer's discretion.</li> </ol>
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<b>Authorisation</b>	Responsible Manager:	Date:
	Human Resource:	Date:
	Chief Executive Officer:	Date:

*We value and strive to deliver an inclusive and diverse workforce, representative of the communities we work within. We welcome and encourage applications from all people who have an interest to work with us, and who can make a positive and new contribution to our team.*