

POSITION DESCRIPTION:	
Position Title	General Manager (GM) Sport Operations
Function / Team	Senior Leadership Team / Sport Operations Team
Employment Type	Full-time
Organisation	Equestrian Australia (EA) is the peak body for the administration of Equestrian Sport in Australia. The organisation manages four Olympic / Paralympic sports and three 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.
Team Purpose	The Sport Operations Team has responsibility for providing participation pathways and programs for the sport's members and participants, pathways and education for officials and coaches in the sport, administrative support to the Coaching Committees and administering the sport's national medication control program.
Position Purpose	<p>The GM, Sport Operations is responsible for creating opportunities for more people to enjoy safe riding regardless of age, circumstance, skill level and location. This will include providing high level advice on the development of strategic program initiatives to increase equestrian participation and membership.</p> <ol style="list-style-type: none"> 1. Oversee and lead all matters related to Sport Operations, including Discipline Committees, Participation, Coaching, Officials, Volunteers, Member Services, Equine Issues and Event Management 2. 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
<p>Focus Area-key accountabilities & outcomes</p> <p>Responsibilities -</p>	<p>The following responsibilities are indicative requirements of the role and are not intended to represent an exhaustive list of all requirements</p> <ol style="list-style-type: none"> 1. Lead the team responsible to: <ul style="list-style-type: none"> • Manage current participation programs. Develop and implement a well planned and executed participation strategy that includes pathways and programs in Interschools and Sporting Schools, that leads to membership and participation growth. • Develop, maintain, and leverage relationships and partnerships with a broad range of internal and external stakeholders, especially the State Branches and affiliated clubs.

	<ul style="list-style-type: none"> • Responsibility for the management and delivery of any state administration functions adopted by EA under an MoU or SLA • Work with Sport Australia on achieving Core Participation KPI's and securing the associated funding for the relevant programs. • Ensuring all sport compliance obligations are promptly met for all relevant stakeholders – Federation Equestre Internationale (FEI) and Sport Australia • Administration of FEI passports • Oversee and manage all aspects of Coaching - including accreditation, renewals and supporting and servicing sport discipline and coaching committees in accordance with the charters for these committees. • Management and implementation of Sport rules, in conjunction with the Discipline Committees • Oversee and manage all aspects of Officials - recruitment, development, education, reward, retention, accrediting, registering and developing officials and coaches • Education - work with the relevant Committees to create the National curriculum and manage the implementation of the Learning Management System (LMS) • Develop and implement strategies for volunteers and clubs encouraging increased participation, retention and quality experiences • Delivery of improvements to EA's database for all member-facing elements • Provide the over-arching framework for event strategy, including sanctioning model • Oversight of the Communications and Marketing function and EA's involvement in all events, competitions, and activities • Develop, implement, and maintain a diversity and inclusion strategy • Key connection point with the High-Performance team ensuring smooth pathway and functional operation of the sport • Adhere to, uphold, and promote the principles of organisational policies and operating procedures. • Other duties as directed to support the overall success of the organisation's participation initiatives.
<p>Responsibilities -</p>	<p>2. Management of the National Discipline Committees:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Lead the development and oversight of work plans and budgets against the Sport Development Strategy. • 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 <ol style="list-style-type: none"> 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 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 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 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 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
Business Growth	<ol style="list-style-type: none"> 1. Participate in strategic projects, as required 2. Participate in project and change management initiatives and 3. Participate and lead other business initiatives as required
Best People and Practices	<ol style="list-style-type: none"> 1. Participate in relevant training and personal development activities 2. Participate in constructive two-way communications activities 3. Contribute to a strong team-based culture where employees respect each other's differences while working together towards the common goals

	<ol style="list-style-type: none"> 4. Support and participate pro-actively in change initiatives and 5. Implement standardised best practices and identifies and supports the implementation of continuous improvement opportunities
Ethics and Compliance	<ol style="list-style-type: none"> 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. 2. Undertake and complete training in the standards of conduct articulated in the annual training programs. 3. Foster open and honest communications and 4. Promote and support gender equality, diversity, and equal employment opportunity (EEO) principles throughout the organisation
Qualifications	Tertiary qualifications in (Sports) Management (or related field) are highly desirable for this position, along with a commensurate level of experience at a senior management level within a not-for-profit organisation.

Skills, Knowledge and Experience	<p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Experience and understanding in managing participation pathways and programs particularly in a multi-discipline sport. 2. Experience in implementing education programs in a sport setting 3. An understanding of the sport ecosystem 4. Exceptional leadership and communication skills. 5. High level administration experience. 6. Project management experience. 7. Demonstrate good people and relationship building skills both internally and externally. 8. Be able to express ideas and concepts clearly, effectively both orally and in writing to a variety of audiences. 9. Strong attention to detail. 10. Resilient, dynamic, and engaging individual with political maturity, patience, and diplomacy skills. 11. Have an empathy for volunteerism. 12. Take projects from concept to delivery, with successful completion.
Key Behaviours	<ol style="list-style-type: none"> 1. Works for the good of the organisation as a whole, by adopting an enterprise-wide leadership perspective, and harnesses the

	<p>collective contribution of the team to achieve the organisation's vision.</p> <ol style="list-style-type: none"> 2. A can-do attitude, and natural ability to bring enthusiasm and positive energy to the team. 3. Open to change, sees the opportunity presented by new ideas, flexible and accommodating in approach. 4. Customer/member focussed, able to understand other perspectives and strives to enhance and deliver an outstanding experience for all participants. 5. Identifies and suggests new and innovative approaches and ideas with confidence, in a considered and respectful manner. 6. Takes responsibility for own actions, is proactive in solving problems and sees issues through. 7. A team player, works effectively with others, collaborates and shares information to build collective knowledge. 8. Is inclusive in approach and always shows respect for all others. 9. Committed to continuous improvement, and organisational development.
<p>Company Commitment</p>	<ol style="list-style-type: none"> 1. EA is committed to providing the highest quality services to our members. You are expected to contribute to enhancing EA's reputation and success through delivering exceptional member experiences. 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. 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. 4. Demonstrate a commitment to continuous improvement and professional growth
<p>Notes</p>	<ol style="list-style-type: none"> 1. Working with Children Clearances, willingness to undergo a Police Check, driver licence and car, outside of ordinary business hours work expectations, some domestic travel required 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.
<p>Authorisation</p>	



	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.