

## **MOTORSPORT OPERATIONS ASSISTANT Position Profile**

### **Phillip Island Grand Prix Circuit**

The Phillip Island Grand Prix Circuit is home to some of the world's leading motorsport series including the Australian Motorcycle Grand Prix (organised by the Australian Grand Prix Corporation) and the Superbike World Championship (organised by PISBK).

The circuit is privately hired throughout the year hosting activities including drive/ride days, vehicle testing, club sprints, media launches and public racing events.

The Phillip Island Grand Prix Circuit Visitor Centre & Go Karts is managed in house, with other tourism activities including Guided Circuit Tours, History of Motorsport Display, Slot Cars and Race Simulators.

### **PURPOSE OF POSITION**

The role is responsible for assisting with ensuring that all aspects of our motorsport operations meet the relevant regulations applicable on the day and the required standards and expectations of our circuit hire client's.

The role will act as the operational contact for our motorsport clients on the day, responding to all enquiries and assisting with delivering a high level of customer service.

### **KEY RESPONSIBILITIES**

- Assist with the daily monitoring of our motorsport on-track activities, ensuring that our service delivery meets the client's requirements;
- Ensure the circuit is set up to the required standard each morning, and that all circuit motorsport equipment (flags, fire extinguishers, etc) are ready for issue and use;
- Monitor motorsport activity compliance in line with Circuit and relevant Motorsport regulations and homologation requirements, remedying and reporting items as required;
- Ensure cross-departmental collaboration to ensure that activity deliverables are achieved.
- Possess a thorough understanding of our policies and processes, assisting with risk management and critical incident protocols, and comply with reporting obligations for on-track medical responses;
- Assist with on-track incident response (on track including fires, oil spills, contact with barriers) and ensure appropriate documentation is completed (noting that this is not an emergency services level response);
- Assist with planning and delivery of motorsport aspects of major events (presently WorldSBK and MotoGP); and
- Assist with overseeing motorsport activities in Race Control as required;

Roles & Responsibilities	
<b>Motorsport Operations</b>	<ul style="list-style-type: none"> <li>• Monitor and ensure activities are conducted in compliance with the applicable procedures and standards and remedy or report items to the Motorsport Operations Manager</li> <li>• Ensure that circuit activities are being conducted in compliance with our Noise Policy, OH&amp;S Policy, TOPCAR Permit (where applicable) and other relevant policies &amp; procedures</li> <li>• Understand and deliver the requirements of the circuit's critical incident protocol</li> <li>• Participate in the weekend on-call roster for motorsport activity as required</li> <li>• Assist with and complete reporting for on-track incidents requiring medical transportation off-site – internal reporting &amp; notification, circuit documentation, Worksafe reporting</li> <li>• Liaise and issue instructions to circuit clients and hirers</li> <li>• Respond to incidents on track in accordance with Circuit operating procedures</li> <li>• Conduct noise monitoring in accordance with the Circuit's Noise Policy</li> <li>• Administer motorsport related venue hire items, such as garage hire</li> <li>• Contribute to the on-going development of the Motorsport Operations Manual</li> <li>• Ensure the circuit is prepared and presented appropriately prior to on track activity</li> <li>• Assist with equipment and general venue and facility setup as required</li> <li>• Complete daily reporting tasks post circuit activity</li> <li>• Monitor motorsport facility maintenance and report defects to the relevant managers</li> <li>• Responsible for the maintaining the presentation and response preparedness of the Motorsport Operations vehicle</li> <li>• Assist with maintaining motorsport-related circuit infrastructure including the CCTV system, marshal loop system, timing systems, buildings and equipment (FIM storage room, marshals muster) etc.</li> <li>• Ensure motor-sport related circuit facilities utilised by clients are presented at a very high standard</li> <li>• Liaise with security regarding access for clients on a daily basis</li> <li>• Liaise with on-call managers as required where appropriate, including significant on track incidents requiring paramedical care and hospital transport</li> </ul>
<b>Motorsport Event Operations</b>	<ul style="list-style-type: none"> <li>• Respond to and document incidents on track including fires, oil spills and contact with the First Line Of Protection</li> <li>• Assist with overseeing motorsport activities in Race Control as required</li> </ul>
<b>Customer Experience</b>	<ul style="list-style-type: none"> <li>• Work with relevant departments internally to deliver our circuit hire and motorsport activities to a high level, whilst maintaining a safe environment for our customers and staff</li> <li>• Responsible for assisting with maintaining the standard of presentation across motorsport facilities</li> </ul>
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Adhering to all safe working policies/procedures in accordance with instructions</li> <li>• Taking reasonable care of themselves and others who may be affected by their actions</li> <li>• Ensuring they are able to competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work</li> </ul>

<b>Education, Qualifications &amp; Experience</b>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Ability to read, comprehend and implement complex documents and instructions</li> <li>• Completion of Tertiary level certificate, diploma or degree</li> <li>• Experience in motorsport or events industry *</li> </ul> <p>* Preferred but not essential</p>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• First Aid Certificate *</li> <li>• Working with Children Check *</li> <li>• Forklift Licence *</li> <li>• Driver's License</li> <li>• Basic technical aptitude (smart phones, computer, emails etc)</li> <li>• Basic administration skills (accurate reporting, scanning, copying, printing)</li> <li>• Basic engineering aptitude (use of tools, etc)</li> <li>• Relationship management</li> <li>• Time and task management</li> <li>• Experience in emergency incidents and situations</li> </ul> <p>* Preferred but not essential. Suitable training will be provided where required</p>
<b>PIGPC Values</b>	<b>Key Observable Actions</b>
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Honest, ethical dealings within the letter and spirit of the law.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Working towards a common goal in a collaborative, inclusive manner.</li> </ul>
<b>Mutual Support &amp; Respect</b>	<ul style="list-style-type: none"> <li>• Being available, respect for others' opinions, time, feelings and by use of appropriate language.</li> </ul>
<b>Trust &amp; Openness</b>	<ul style="list-style-type: none"> <li>• Facilitating frequent, transparent two-way communications.</li> </ul>
<b>Courage</b>	<ul style="list-style-type: none"> <li>• To risk going beyond our comfort zone and to learn from our mistakes.</li> </ul>
<b>Fairness</b>	<ul style="list-style-type: none"> <li>• Accepting of difference of opinion and achieving balance and equity in outcomes.</li> </ul>
<b>Uncompromising Standards</b>	<ul style="list-style-type: none"> <li>• Care for health, safety and the environments as well as living and promoting our values in a culture of continuous improvement and learning.</li> </ul>

## Organisational Structure

