



Winton Motor Raceway

Applicant Information Pack

Operations Manager



THE POSITION

Thank you for your interest in the position of Operations Manager at Winton Motor Raceway (WMR).

This is one of two Operations Manager positions within the Benalla Auto Club group, supervising the operation of the motor racing complex at Winton Raceway near Benalla VIC. Winton Raceway and its sister track Wakefield Park Raceway are owned and operated by the Benalla Auto Club Inc.

Title:	Operations Manager – Winton Motor Raceway (WMR)
Location:	Winton Motor Raceway, located at Winton, 12km north of Benalla VIC The employee will be expected to live within 75 km's of Winton Motor Raceway
Hours:	Management Position with autonomy over hours and additional resources
Fixed Term:	Initial 36-month contract with option to extend by mutual agreement
Probationary period:	6 months
Instrument / Award:	Performance-based, common law fixed term contract with additional terms and conditions in accordance with the National Employment Standards and Fair Work Act (2009) Cth
Salary Package:	Cash salary negotiated commensurate with experience, plus: <ul style="list-style-type: none">• 9.5% Superannuation Guarantee contributions• Fleet motor vehicle provided by negotiation, with AH full private use or equivalent allowance• Laptop, mobile phone and internet connection provided• Regular training and professional development opportunities

Document #	Authorised By:	Location:	Doc Date:	Review Date:
WMR-PD002	BAC Committee		03 Dec 2018	As Required



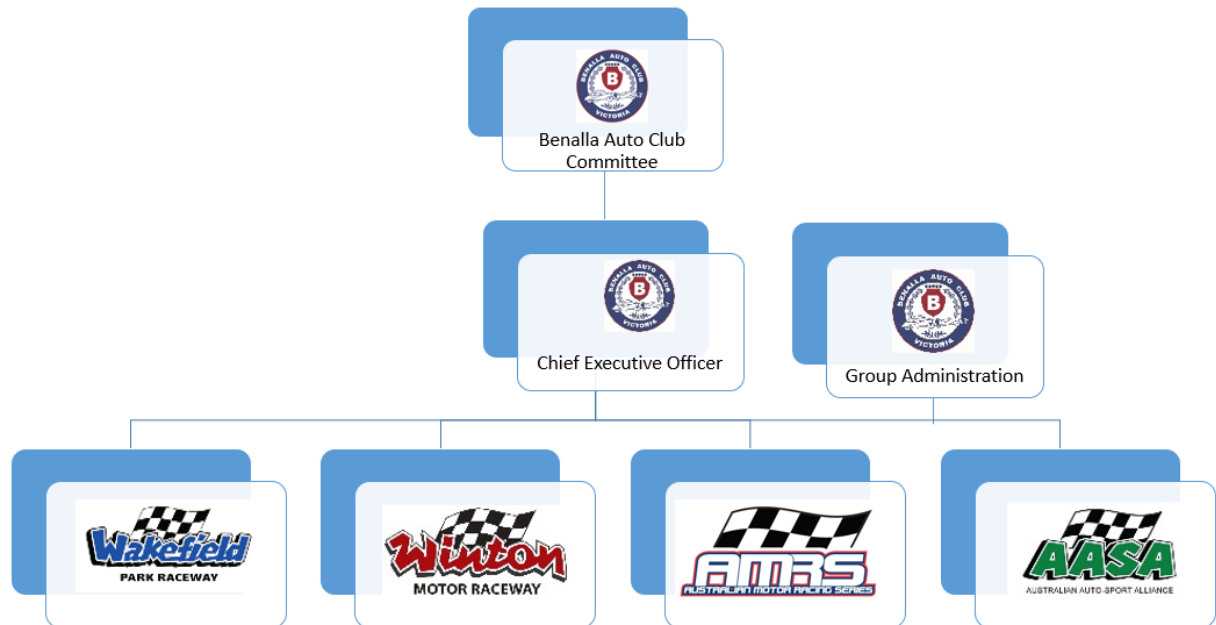
Winton Motor Raceway

Applicant Information Pack

Operations Manager



ORGANISATIONAL STRUCTURE



LINKS TO USEFUL INFORMATION:

The Benalla Auto Club group of companies is administered by a progressive Committee of Management from the Club's headquarters at Winton Motor Raceway in Winton (near Benalla), Victoria.

- Further information about the **Benalla Auto Club** can be found at: www.benallaautoclub.com.au
- Further information about the **Winton Motor Raceway** can be found at: <http://www.wintonraceway.com.au/>
- Further information about **Wakefield Park Raceway** can be found at <http://www.wakefieldpark.com.au/>
- Further information about the AASA can be found at: <http://www.aasa.com.au>
- Information about Winton's location at **Benalla VICTORIA** is available at <http://www.visitbenalla.com.au/> <http://www.benalla.vic.gov.au/Home>
<https://www.enjoybenalla.com.au/> <https://www.tourismnortheast.com.au/>

YOUR APPLICATION

Document #	Authorised By:	Location:	Doc Date:	Review Date:
WMR-PD002	BAC Committee		03 Dec 2018	As Required



Winton Motor Raceway

Applicant Information Pack

Operations Manager



1. Your Letter

Please prepare a brief covering letter telling us three things:

- why you are interested in this job;
- why you consider that you would be the best person for this job; and
- the best way to make contact with you during business hours.

2. Your Response to Selection Criteria:

In a separate document, please give us a response to each of the Selection Criteria listed in the Position Description for the role. Do a separate heading for each Selection Criteria and tell us about any relevant work experience, qualifications, skills and/or knowledge you have that are relevant to this position.

Remember to tell us about both direct experience / skills (ie: from the same types of work) as well as experience and experience you may have gained from other places. It is good to give specific examples of what you know, where you learnt it and to give concrete examples of how you have applied it in the past (eg: where and how you've used these skills before)

3. Your Resume:

Please provide a CV that outlines your previous work history in chronological order starting with your current or most recent position, together with a brief description of the duties associated with the positions you have held. Your Resume should also outline your education, training and qualifications and show us your experience.

4. Your Referees:

Please provide the name and phone number of 3 professional referees who can comment on your skills and abilities. We will discuss your referees with you at interview and will not contact them without your knowledge or permission until you have been interviewed.

One must be a recent supervisor, and they should be able to speak to us about your technical skills as well as your people skills. Make sure you give us their current contact information and let them know we may be contacting them.

5. Any Questions?

If you have any questions about the position, before applying, please call the Benalla Auto Club CEO Chris Lewis-Williams, on 0418 534 830 or email clw@benallaautoclub.com.au.

6. Submit Your Application:

Applications must be received at clw@benallaautoclub.com.au by no later than 5.00 pm on Wednesday 9th January 2019.

7. Prepare for Interview:

The interview panel will comprise two to four persons whose details will be advised to shortlisted applicants selected for interview. Interviews will be held at dates and locations suitable for both

Document #	Authorised By:	Location:	Doc Date:	Review Date:
WMR-PD002	BAC Committee		03 Dec 2018	As Required



Winton Motor Raceway

Applicant Information Pack

Operations Manager



interviewers and applicants. Interview duration and ideally a tour of the Winton Raceway complex is anticipated to take 1.5-2 hours.

Document #	Authorised By:	Location:	Doc Date:	Review Date:
WMR-PD002	BAC Committee		03 Dec 2018	As Required