



Position Description

Position Title:	Caretaker		
Position Reports To:	SEC Facility Manager	Award:	Registered & Licensed Clubs Award 2010
Employment Type:	Part time 14hr per week	Award Classification Level:	Grounds Person at the Award classification level 3 Maintenance and Horticultural level 2
Position Location:	State Equestrian Centre (SEC) 303 Cathedral Avenue Brigadoon, Western Australia		
Date Updated:	September 2021		

Position Purpose

This position shall be responsible for SEC "After Hours" Policy. SEC Caretaker is to ensure security of all SEC facilities at "Close of Business". Secondary the SEC Caretaker is the first point of call for any SEC facility emergency after hours. Further duties include assistance in the irrigation management, arena maintenance, cleaning and monitoring of clients, members and horses during events.

ORGANISATION	<p>Equestrian Western Australia (EWA) is the State Sporting Organisation responsible for the development, promotion and governance of equestrian sport throughout Western Australia. EWA supports the Olympic Disciplines of Dressage, Eventing, Jumping, Para Equestrian and the discipline of Show Horse.</p> <p>EWA is a not-for profit organisation, which is governed by an independent Board of Directors. Within the EWA governance structure, there are eight committees that assist in the strategic drive and operational ability of the sport. EWA is one of seven state branches, which make up the membership of Equestrian Australia.</p> <p>EWA's mission is to lead, manage and develop the sport of equestrian by:</p> <ul style="list-style-type: none"> • Facilitating state and national success and competition; • Increasing participation and spectator involvement in the sport; and • Ensuring excellence, relevance and effectiveness within the sport and all associated business activities.
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The key responsibilities of this position include, but are not limited to the following:

- *Complete deliverables in accordance with the EWA Strategic and SEC Business Plans.*

Facility and Grounds Maintenance:

May included the follow duties.

- *Maintain the SEC facilities, grounds, and arenas to the highest possible standard at all times.*
- *Conduct pre-event and daily inspections of the SEC facilities and grounds (e.g. carpark, etc.) and coordinate cleaning and the collection/disposal of waste as required.*
- *Report any maintenance, damage, or safety issues in relation to the SEC's facilities, surfaces, or equipment to the Facilities Coordinator as soon as possible.*
- *Liaise with the Facilities Coordinator to arrange and coordinate minor and major repairs with external vendors and suppliers (i.e. for maintenance, damage, etc.).*
- *Ensure daily, weekly, and monthly caretaker duties are completed in accordance with the Schedule of Works.*
- *Liaise with the Facilities Coordinator regarding SEC and EWA bookings and events (e.g. camping, stables, cross country, etc).*

Security

- *Ensure the SEC facilities and grounds are inspected and prepared for all events as required.*
- *Ensure all SEC facilities and EWA assets are secure (e.g. alarms set), locked, and appropriately shutdown (e.g. lights off) at the close of each business day and/or event.*

After Hours and Emergency Support

- *Act as the first point of contact for 'after hours' customer, security, emergency, and repair issues, and assist with providing onsite access to facilities/grounds as required (e.g. tradesperson, security company, police, fire brigade, etc.).*
- *Report emergency incidents in accordance with the SEC emergency procedures and protocols, and liaise and support emergency authorities as required.*
- *Report all emergencies to the relevant authorities, on-site patrons (where applicable), CEO, and Facilities Coordinator.*
- *Coordinate any required evacuations of on-site patrons, horses, equipment, etc.*

Safety

- *Report any safety incidents, issues and/or potential hazards to the Facilities Coordinator and complete and submit Incident Report Forms as required.*
- *Ensure all external parties (e.g. tradesperson) accessing EWA facilities and grounds after hours, are compliant with EWA safety policies and procedures as applicable.*

From time to time, this position may be requested by the CEO (and/or EWA) to undertake other duties, which are within the incumbent's skill and competence, to meet business needs.

Employment Conditions

- Work hours are generally after business hours.
- Evening work is expected.
- Weekend work is expected.

<p style="text-align: center;">SKILLS & EXPERIENCE</p>	<p>The skills and experience to fulfill the requirements of this position are detailed below.</p> <p>Education, Qualifications, Licenses, or Certificates:</p> <ul style="list-style-type: none"> • <i>Current First aid certificate.</i> • <i>Current Working with Children Certificate.</i> • <i>Current National Police Check.</i> • <i>Current driver's license.</i> <p>Required Skills and/or Experience:</p> <ul style="list-style-type: none"> • <i>Previous experience working within a sporting industry (e.g. equestrian, racing, etc.) and/or maintenance and grounds person position.</i> • <i>Strong communication, interpersonal, customer service, and problem solving skills.</i> • <i>Ability to work independently and/or as a collaborative team member.</i> • <i>Ability to adapt to changing priorities and to meet deadlines.</i> • <i>Experience working within an organisation with a strong safety culture.</i> • <i>Experience operating a variety of equipment and machinery (e.g. reticulation/bore system, tractor, mowers etc.)</i> • <i>Proficient computer skills and the ability to complete tasks in Microsoft Office, etc.</i> <p>Desirable Skills and/or Experience:</p> <ul style="list-style-type: none"> • <i>Experience in security and/or coordination of emergencies</i> • <i>Thorough and methodical work style</i>
<p style="text-align: center;">KEY RELATIONSHIPS</p>	<p>This position shall be responsible for actively building and maintaining positive relationships with the following key stakeholders:</p> <ul style="list-style-type: none"> • <i>All EWA members, clients, participants, Committee and Board members, CEO, and work colleagues.</i> • <i>Equestrian clubs and affiliates.</i> • <i>External vendors and suppliers (e.g. security company, tradespersons).</i> • <i>Relevant emergency authorities (e.g. police, fire brigade).</i>
<p style="text-align: center;">POLICIES, STANDARDS, & LEGISLATION</p>	<p>ALL EWA staff, including casuals, shall be required to understand their obligations and to comply with the following policies, standards, and legislation at all times:</p> <ul style="list-style-type: none"> • <i>EWA Staff Code of Conduct</i> • <i>EWA Member Protection Information Policy</i> • <i>Risk Management Policy</i> • <i>Occupational Health and Safety Act</i> • <i>Equal Employment Opportunity Act</i>

