



Position Description

Position Title:	Facility Coordinator		
Position Reports To:	Chief Executive Officer (CEO)	Award:	Registered & Licensed Clubs Award 2020
Employment Type:	Part time (0.6FTE)	Award Classification Level:	Level 8 Level B Manager
Position Location:	State Equestrian Centre (SEC) 303 Cathedral Avenue Brigadoon, Western Australia		
Date Updated:	July 2024		

Position Purpose

The position shall be responsible for the efficient coordination, management and maintenance of the SEC facility, grounds, and arenas to the highest possible standard at all times. This includes private hire facility bookings, day-to-day grounds, maintenance, and other EWA operational requirements. This position will work closely with the Booking and Events Officer to ensure EWA events are completed to meet member, client, and event organiser requirements.

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 and Jumping, 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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RESPONSIBILITIES

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 Booking and Facility Administration

- *Point of contact for members and stakeholders for all SEC private hire facility booking queries, requests, and complaints.*
- *Manage and coordinate all SEC private hire facility bookings by processing and amending booking requests (i.e. via online booking tool, Intrac), allocating facilities to maximise efficiency, collecting and returning stable bonds, ensuring the collection of facility hire payments (i.e. current and outstanding invoices), updating and amending the booking information (e.g. prices) and Intrac system as required.*
- *Refer customers to the Booking and Events Officer for facility event and clinic bookings.*
- *Resolve and/or escalate customer and member complaints accordingly and within a reasonable timeframe.*
- *Liaise with the Booking and Events Officer to ensure all customer, member, and event organiser requirements are met, to coordinate event set-up and clean up required resources or other special arrangements, and to conduct and complete stable inspections.*
- *Ensure members and stakeholders, are aware of their obligations in accordance with EWA agreements, policies and guidelines where applicable (e.g. Terms and Conditions of Use, SEC facility hire and license agreements, Member Protection, Risk Management, Workplace Health and Safety, EWA emergency procedures and protocols, etc.).*
- *Compile a monthly report for the EWA Board in consultation with the CEO.*
- *Compile the SEC Water Usage report for the City of Swan as required.*
- *Ensure the maintenance of the SEC facilities, grounds, and arenas to the highest possible standard at all times.*
- *In consultation with the Grounds staff, book and coordinate third party contractors for minor SEC internal planned and unplanned maintenance requirements (e.g. tagging, minor repairs, etc.).*
- *Report any SEC facilities maintenance requirements and/or damage (e.g. equipment, etc.) and any safety incidents, issues and/or potential hazards to the CEO.*
- *Ongoing renewal and implementation of WHS, manuals, emergency evacuation, hazard register and risk management plans*
- *In conjunction with Grounds staff, develop, monitor, and manage the SEC Schedule of Works (i.e. maintenance schedule) and ensure that the required tasks and scheduled maintenance is completed in accordance with the plan.*
- *Manage and maintain the SEC's inventory of equipment, record SEC vehicles and licenses, and coordinate the replacement of assets (where applicable).*
- *Oversee the completions of SEC facility, equipment, and grounds repairs as required.*
- *Ensure that the SEC facilities, event organisers, participants, volunteers, clients, members, and EWA grounds staff are compliant and fulfill requirements in accordance with EWA agreements, policies and guidelines including, event agreements, Terms and Conditions of Use, SEC facility hire and license agreements, Member Protection and Risk Management policies, Workplace Health and Safety, and EWA emergency procedures and protocols.*

	<ul style="list-style-type: none"> • <i>With the Booking and Events Officer coordinate all internal SEC facility room set ups, inventory ordering, clean up (e.g. rubbish), and organise IT required (e.g. for Committee Meetings).</i> • <i>Liaise with the CEO and SEC grounds staff to ensure facility and grounds are appropriately managed and maintained for use.</i> <p>Miscellaneous</p> <ul style="list-style-type: none"> • <i>Attend weekly SEC toolbox meetings</i> • <i>Weekend work may be required on occasion</i> <p><i>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.</i></p>
SKILLS & EXPERIENCE	<p>The skills and experience to fulfill the requirements of this position are detailed below.</p> <p>Required Education, Qualifications, Licenses, or Certificates:</p> <ul style="list-style-type: none"> • <i>Current WA Working with Children Certificate</i> • <i>Current National Police Check</i> • <i>Current WA driver's license</i> <p>Desirable Education, Qualifications, Licenses, or Certificates:</p> <ul style="list-style-type: none"> • <i>First Aid Certificate</i> <p>Required Skills and/or Experience:</p> <ul style="list-style-type: none"> • <i>Strong organisational, communication, interpersonal, and customer service skills.</i> • <i>Strong computer and administrative skills.</i> • <i>Proficient and able to complete tasks across a variety of software programs as required (e.g. Microsoft Office, etc.).</i> • <i>Ability to work independently and/or as a collaborative team member.</i> • <i>Ability to plan and adapt to changing priorities to meet deadlines.</i> • <i>Previous experience coordinating and/or completing facility bookings.</i> <p>Desirable Skills and/or Experience:</p> <ul style="list-style-type: none"> • <i>Previous experience working within a sporting industry and/or facility management.</i> • <i>Strong influencing and problem-solving skills.</i> • <i>Experience working with booking software package.</i> • <i>Experience operating heavy machinery (e.g. grading, etc.).</i> • <i>Knowledge of Equestrian Sports</i>

<p>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, stakeholders, Committee and Board members, CEO, and work colleagues.</i> • <i>International, national and state sport, and equestrian clubs and affiliates, such as Equestrian Australia, Western Australia Institute of Sport (WAIS), and Department of Local Government, Sport and Cultural Industries (DLGSC).</i> • <i>Third party contractors and vendors</i> • <i>Local government bodies</i>
<p>POLICIES, STANDARDS, AND 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>