



## Position Description

Position Title:	Stablehand / Grounds person		
Position Reports To:	Facilities Coordinator	Award:	Registered & Licensed Clubs Award 2020
Employment Type:	Part Time	Award Classification Level:	Level 3
Position Location:	State Equestrian Centre (SEC) 303 Cathedral Avenue Brigadoon, Western Australia		
Date Updated:	July 2024		

## Position Purpose

This position shall be responsible for supporting the Facilities Coordinator by ensuring that the EWA facilities (e.g. SEC), especially the stable block and wash bays, and arenas are maintained to the required standards for events and other operational requirements.

<b>ORGANISATION</b>	<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"> <li>• Facilitating state and national success and competition;</li> <li>• Increasing participation and spectator involvement in the sport; and</li> <li>• Ensuring excellence, relevance and effectiveness within the sport and all associated business activities.</li> </ul>
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<b>RESPONSIBILITIES</b>	<p>The key responsibilities of this position include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• <i>Complete deliverables in accordance with the EWA Strategic and SEC Business Plans.</i></li> </ul> <p><b>Facility Management and Maintenance</b></p> <ul style="list-style-type: none"> <li>• <i>Clean stables, and common areas regularly, ensuring a sanitary and safe environment.</i></li> <li>• <i>Routinely collect and dispose of waste as and when required (e.g. bins, equine waste, etc</i></li> <li>• <i>Ensure that the EWA facilities (e.g. SEC), grounds (e.g. arenas), and equipment (e.g. vehicles,, etc.) are kept to the required safety and operating standards.</i></li> <li>• <i>Work closely with the Facilities Coordinator to ensure that the relevant facilities and/or grounds are prepared in accordance with EWA, competition, and event organiser requirements.</i></li> <li>• <i>Ensure that EWA property and equipment is stored safely and securely at the end of each day or after use.</i></li> <li>• <i>Complete daily, weekly, and monthly duties in accordance with the SEC Schedule of Works.</i></li> <li>• <i>Provide any additional assistance and support to the Facilities Coordinator</i></li> </ul> <p><b>Safety</b></p> <ul style="list-style-type: none"> <li>• <i>Report any safety incidents, issues and/or potential hazards to the Facilities Coordinator.</i></li> </ul> <p>Hours shall be completed on a roster arrangement for Grounds staff. Refer to your supervisor for further information.</p> <p>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.</p>
<b>SKILLS &amp; EXPERIENCE</b>	<p>The skills and experience to fulfill the requirements of this position are detailed below.</p> <p><b>Education, Qualifications, Licenses, or Certificates:</b></p> <p><i>Required</i></p> <ul style="list-style-type: none"> <li>• <i>Current Working with Children Certificate, National Police Check</i></li> <li>• <i>Western Australia driver's license</i></li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• <i>Possess the relevant license(s) to operate heavy machinery or other equipment (e.g. Skid steer).</i></li> <li>• <i>Working at Heights Certificate</i></li> <li>• <i>Working with Hazardous Material and Chemicals</i></li> <li>• <i>Current First aid certificate</i></li> </ul>

<p style="text-align: center;"><b>SKILLS &amp; EXPERIENCE</b></p>	<p><b>Required Skills and/or Experience:</b></p> <ul style="list-style-type: none"> <li>• <i>Previous experience working within a similar position in grounds and/or facility management.</i></li> <li>• <i>Strong communication, interpersonal, and customer service skills.</i></li> <li>• <i>Ability to work independently and/or as a collaborative team member.</i></li> <li>• <i>Ability to adapt to changing priorities and to meet deadlines.</i></li> <li>• <i>Strong influencing and problem solving skills.</i></li> <li>• <i>Ability to lift and move equipment (e.g. event set up etc.).</i></li> </ul> <p><b>Desirable Skills and/or Experience:</b></p> <ul style="list-style-type: none"> <li>• <i>Experience working within the sporting industry (e.g. equestrian, racing, etc.).</i></li> </ul> <p><i>Experience with machinery and tools (e.g. agricultural environment).</i></p>
<p style="text-align: center;"><b>KEY RELATIONSHIPS</b></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"> <li>• <i>All EWA members, clients, participants, Committee and Board members, CEO, and work colleagues.</i></li> <li>• <i>International, national and state sport, and equestrian clubs and affiliates, such as Equestrian Australia, Western Australia Institute of Sport (WAIS), and Department of Sports and Recreation (DLGSC).</i></li> <li>• <i>Third party vendors and suppliers.</i></li> </ul>
<p style="text-align: center;"><b>POLICIES, STANDARDS, &amp;</b></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"> <li>• <i>EWA Member Protection Information Policy</i></li> <li>• <i>Risk Management Policy</i></li> <li>• <i>Occupational Health and Safety Act</i></li> <li>• <i>Equal Employment Opportunity Act</i></li> </ul>