



CRUISING YACHT CLUB OF AUSTRALIA

Home of the Rolex Sydney Hobart Yacht Race

POSITION DESCRIPTION

Position Title: Operations Manager

Reports to: Chief Executive Officer

Reporting to the CEO, the Operations Manager leverages strong operational and financial capability and has accountability for leading the, Operations and Facilities Management functions.

The Operations Manager is part of the Senior Leadership Team and works closely with the CEO to define the strategic direction of the organisation. The appointee will work in close partnership with senior executives to provide the leadership, management and vision necessary to ensure successful and safe operations, asset management and a strong supportive culture, to deliver sustainable growth and achieve the organisation's vision.

Specific Role, Key Duties and Responsibilities:

- Oversee the repairs and maintenance for all the Club's assets within the constraints of the departmental budgets and reconcile monthly invoices.
- Attend all Premises meetings to represent management.
- Review all systems, rosters, procedures and expenditure for site related matters in particular building maintenance, all power vessels and RIBS, marina upkeep.
- Ensure that the operations of the Clubhouse and the marina conform to statutory requirements as per EPA, Workcover and Woollahra Council regulations.
- Management of marina and maintenance staff in order to deliver first class customer service for members in a timely and effective manner.
- Management of Club's contractors (employed by the Club or by Club Members), making sure work cover, insurance details supplied are satisfactory.
- Assist with management of Youth Sailing Academy and Sailing related assets in order to reduce current outgoings for repairs & maintenance in these areas.
- Provision of adequate equipment to conduct the Club's racing and youth programs. This includes boats, buoys and requirements for on-water race management activities.
- Be available to drive Club vessels where required for Race Management and other related activities.
- Management and implementation of OHS regulations for the overall premises including the Clubhouse and marina as well as conducting regular audits.
- Prepare a flexible roster to include weekend work for all full time and casual marina staff.
- Be the first point of contact for Club security callouts and emergency procedures.
- Maintenance, management, installation and reconciliation of yacht tracker devices prior to, during and post major ocean races.

- Logistics management of all major sailing events ie Media centre requirements and installation.
- Procurement and tendering processes for plant and equipment.
- Prepare the annual departmental budget in consultation with the CEO and Head of Finance.

Attend Corporate Committees including:

Premises Committee

Competencies:

- Senior First Aid Certificate
- NSW Boat License
- Certificate IV in Assessment & Workplace Training
- Marine Industry Background and competency in boat handling and maintenance.
- HVAC, electrical, gas, maintenance experience.

Advantage:

- Commercial Maritime Certification such as a Coxwains Certificate or Master Class V
- Trade Qualifications
- OHS management experience
- Marine Radio Operators License
- On water race management experience
- Defibrillator Certification

No. of Staff Reporting: 4 + casuals

Management of:

- Marina Assistant Operations Manager
- Marina Administrator
- Maintenance Supervisor
- Tender Drivers
- Contractors
- Casual Maintenance, and
- Marina staff.

Person Specification and Requirements *(Skills, Experience, Qualifications):*

- Ability to manage internal and external relationships with all stakeholders
- Excellent written and verbal communication skills
- Hands on approach

Salary:

- The salary will be commensurate with the successful candidate's skills and experience. Candidates who do not meet a large portion of the above skills need not apply.
- If your experience matches the above prerequisites, please email a covering letter and supporting documentation to: ceo@cyca.com.au