



ROLE DESCRIPTION

ROLE TITLE: Motorsport Operations Manager **AGENCY:** South Australian Motor Sport Board
CLASSIFICATION: ASO6 **BUSINESS UNIT:** Motorsport
ROLE NUMBER: P68633

REPORTS TO: Head of Motorsport

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

The Motorsport Operations Manager is responsible for leading the planning, coordination and operational delivery of motorsport activities across South Australian Motor Sport Board events and activations.

The role manages complex motorsport operational workstreams including paddock operations, race category coordination, on-track and off-track activities, operational compliance, motorsport infrastructure and stakeholder management to ensure the safe, compliant and successful delivery of major motorsport events.

Operating with a high degree of autonomy, the role works closely with internal teams, sanctioning bodies, teams, officials, suppliers and external stakeholders to coordinate operational readiness, manage event delivery requirements and support seamless race event execution.

KEY OUTCOMES OF ROLE:

1. Lead the planning and operational delivery of motorsport activities, support categories, paddock operations and on-track and off-track activations across SAMSB events.
2. Manage race category and motorsport operational requirements including agreements, licensing, compliance documentation, schedules, entry processes, fee collection and delivery of in-event operational requirements.
3. Coordinate motorsport operational logistics including bump-in and bump-out activities, paddock layouts, grid operations, vehicle movements, podium presentations, scrutineering and competitor servicing requirements.
4. Manage relationships with motorsport governing bodies, sanctioning authorities, teams, suppliers, officials, contractors and stakeholders to ensure operational readiness and successful event delivery.
5. Monitor and enforce compliance with relevant motorsport regulations, safety requirements, operational procedures and event protocols, including incident coordination and escalation where required.
6. Manage motorsport operational suppliers and contractors including quotations, procurement processes, contract administration, invoicing and monitoring expenditure against allocated operational budgets.
7. Coordinate the maintenance, readiness and operational requirements of motorsport infrastructure, facilities and technical equipment including pits, marshalling systems, operational assets and associated event infrastructure.
8. Lead operational support during event delivery including issue resolution, stakeholder coordination, operational decision-making and management of competing priorities within a high-pressure event environment.

KEY RELATIONSHIPS / INTERACTIONS:

- Head of Motorsport / Senior Event Leadership - Operational planning and reporting
- Internal SAMSB teams - Integrated event delivery
- Motorsport governing bodies and sanctioning authorities - Compliance and operational coordination
- Race categories, teams and competitors - Event operations and stakeholder liaison
- Suppliers and contractors - Operational service delivery
- Volunteers, officials and marshals - Operational coordination and support



- Government agencies and emergency services - Compliance and operational liaison
- Venue and infrastructure stakeholders - Facility and operational coordination

SPECIAL CONDITIONS:

- Applicants will be required to work extended hours leading into and during major events
- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.
- This role requires (please select those relevant for the role):
 - Nationally Coordinated Criminal History Checks (NCCHC) (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.

KEY SELECTION CRITERIA:

- *Demonstrated experience managing motorsport operations, major event operations or comparable complex operational delivery environments.*
- *Demonstrated ability to coordinate complex operational workstreams and deliver outcomes within high-pressure, fast-paced environments.*
- *Experience managing motorsport operational logistics including paddock operations, schedules, compliance requirements, operational infrastructure or race category coordination.*
- *Demonstrated ability to build and maintain productive relationships with a broad range of stakeholders including governing bodies, teams, suppliers, officials and contractors.*
- *Demonstrated knowledge of motorsport operational compliance, safety requirements and sanctioning body regulations.*
- *Demonstrated experience managing operational budgets, procurement activities, suppliers and contract administration processes.*
- *High level communication, organisational and problem-solving skills, including the ability to exercise judgement and respond effectively to operational issues during live events.*
- *Demonstrated ability to work with a high degree of initiative, accountability and professionalism within a collaborative team environment.*
- *Experience and enthusiasm for motor sport environments and/or major events is highly desirable.*

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |



- Respect

- Sustainability

CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained