



# GOODWOOD

## The Role

The Motor Circuit Operations Steward will be part of The Motor Circuit Team within the Sports Division and report to the Motor Circuit Operations Manager.

## About us

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside and our story both play significant roles in Goodwood's success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

## Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world's leading luxury experience.**”

## Our Values

### The Real Thing

Always inspired by Goodwood's heritage

### Derring-Do

Daring to surprise and delight

### Obsession for Perfection

Striving to do things *even* better

### Sheer Love of Life

Sharing our infectious enthusiasm

## Purpose of the role

To assist the Motor Circuit Operations Manager and Senior Operations Steward in the efficient running of the motor circuit by delivering a safe environment for staff and customers. To continually maintain all standards, procedures and working practises and ensure that all relevant regulations are complied with. You will work proactively to deliver exceptional customer service and support customers with their events to ensure we deliver above and beyond expectation.

## Key responsibilities

- Assume overall responsibility when rostered as “Duty Track Steward,” for general conduct and control of events at circuit operation level.
- Implement all daily Health & Safety requirements in accordance with current and future legislation.
- To work with the Motor Circuit Operations Manager to ensure that sufficient numbers of suitably qualified and competent marshals are rostered on duty for the requirements of the day and that all such officials are provided with the information necessary for carrying out their duties.
- Ensure that the conditions of the permit and track licence (where appropriate) have been fulfilled before the start of track day, practice or the competition (as appropriate)
- Ensure the correct level of control is maintained in accordance with the current Noise Monitoring Control and Management Plan / Planning Conditions and procedures are in place to record information relating to any issues in the Motor Circuit Diary (Log Book).

- Compile reports detailing particulars of all accidents involving injury or damage to individuals, equipment, vehicles or structures highlighting action taken thereon together with any recommendations.
- Check and maintain safety equipment and structures associated with the circuit operation and report/repair any defects as soon as practicable.
- Ensure that the circuit is inspected before morning and afternoon sessions and does not present any unreasonable hazards to competitors, marshals or spectators. Carry out similar inspections after a circuit incident and/or periods of severe weather.
- Assist in re-build of tyre walls and other infrastructure following a vehicle incident.
- Exceptional level of customer service.
- Impeccable presentation and cleanliness of all outdoor areas.
- To work with the Motor Circuit Operations Manager to ensure all vehicles classic, performance and off road are ready for use when required.

### Qualities you will possess

- Passion for what you do
- Positive and friendly with a “can do attitude”
- Attention to detail
- Ability to prioritise and organise
- Proactive
- Take responsibility for yourself
- Confident to make decisions and to stand by them
- Excellent communicator
- A sense of fun!

### What do you need to be successful?

- Computer literacy with ability to use Microsoft packages
- Planning and organisation skills
- Enthusiastic and self-motivated
- Professional manner
- Ability to work as part of a team
- Experience with spreadsheets, reporting and back of office solutions
- Must live within a reasonable commuting distance from Goodwood and have access to reliable transport
- Able to work weekends and bank holidays to meet the needs of the business
- A passion for good service
- Enjoy outdoor work
- Have an understanding of Motorsport on a national and international level and the motorsport governing bodies.
- Have an understanding of cycling and/or British running on a national and international level and their respective governing bodies.

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	2
Communication & Trust	2
Taking Personal Responsibility	1
Encouraging Excellence & Commercial Success	1
Working Together	2