

1. GENERAL

- 1.1 Job Title Kart Executive
- 1.2 Job Grade E
- 1.3 Department Sporting Services
- 1.4 Location Motorsport UK House
- 1.5 Hours of Work 09.00 - 17.30 Monday to Friday
- 1.6 On occasions you may be required to work outside these standard hours due to the nature of this post.

2. POSITION IN ORGANISATION

- 2.1 Immediate Superior responsible to

Job Title Chief Executive Officer

- 2.2 Immediate Superior

Job Title Director of Sporting Services

- 2.3 Immediate Subordinates

Job Title(s) None

- 2.4 Number of people for whom job holder is responsible 0

3. DESCRIPTION OF JOB (main task)

To lead karting within the UK.

4. DESCRIPTION OF JOB CONTENT**4.1 What is done (main & ancillary activities)**

Manage and develop the karting discipline on a day to day basis, and to provide leadership for the healthy future of karting, providing strategic innovation and vision.

4.2 How is it done (use of equipment, office facilities and help of others in organisation)

- a) Help formulate the Regulations by attending and servicing the kart committee and any associated working groups.
- Arrange and confirm venue for committee meetings
 - Collect, prepare and distribute information, submissions and documentation to committee members.
 - Attend meetings and ensure that minutes are taken, action decisions, draft regulations and procure their implementation.
 - Communicate decisions, liaise with other affected parties, prepare and write reports as necessary.
- b) Liaise with key stakeholders, commercial and industry, within the karting fraternity in order to help develop and nurture the sport.

- c) Ensure regular dialogue with kart clubs to ensure they are included in key discussions, and that they are up to date with proposed changes, offer advice and help where needed and to arrange, as necessary, an annual meeting with them.
- d) Apply and monitor kart policy in respect of championships to ensure compliance with the Regulations and Company policy.
- Collect and tabulate championship date information from event organisers.
 - Verify championship regulations
 - Submit and get agreement from the kart Championship Control Panel to an annual calendar of championships.
 - Provide essential billing information to the finance department for charging purposes.
 - Monitor championship activities and maintain records during the year.
- e) Consider and as necessary co-ordinate any kart class changes.
- Engage with the class owner, together with the Technical Department, and co-ordinate any necessary reviews of the class
 - Consider what technical changes may assist in the kart development whilst ensuring that consideration is always given to the resultant impact on the competitor
 - Liaise with the Technical Department in regard to any identified Scrutineering needs or requirements.
- f) Apply and monitor International kart activities to ensure compliance with the Regulations, FIA's and CIK International Sporting Code.
- Check, verify and approve kart competition applications from organisers in respect of inscriptions to the FIA's calendar of International and foreign participation events in accordance with the Regulations and Code
 - Provide a first line of contact with the FIA-CIK regarding questions.
 - Provide essential billing information to the finance department for charging purposes
 - Monitor the international activities and maintain records during the year.
- g) Exceptionally monitor kart event organisers', competitors' and officials' behaviour and invoke action, if and when required.
- Receive, investigate, and act upon all adverse Steward's reports or any other report in respect of kart events.
 - Compile a dossier and liaise with the Director of Sporting Services if disciplinary or other action is to be proposed.
 - If action is to be taken, cause its execution, by proper application of the Regulations.
 - Consider and liaise with the Training Department in regard to any identified training needs.
- h) Inform, advise and help people relating to questions concerning kart disciplines.
- Acquire and maintain thorough understanding of the Regulations and the Code in respect of kart activities.
 - Deal with telephone enquiries and correspond with people on routine matters, which are not often straightforward.
- i) Improve control procedures and monitor kart policy.
- Gather information and acquire knowledge by attending kart events To observe how the Regulations are being implemented, solicit and obtain views of types of participants (people/organisations).
 - Compile information, extract, select and analyse facts, prepare and write reports as necessary as means of influencing the policies of the karting discipline.

- Acquire up-to-date knowledge through contact with the major stakeholders in kart disciplines including the FIA-CIK Secretariat, through appropriate sporting publications and Governmental agencies.
- j) Oversee the management of the British Kart Championships and Karting UK Operations.
- Ensure that the championship administration is up to the expected standard
 - Ensure that an annual budget is produced and approved by end Q3 for following year
 - Ensure that appropriate contracts are in place with suppliers and circuits for the championship
 - Ensure that the expenditure is kept within the projected budget
 - Assist the Karting UK Operations team to fulfil the needs of the championship
 - Observe the management of the championship and solicit and obtain views of the participants (people/organisations).
- k) Assist with preparation of championship and technical tenders.

4.3 Why is the job done (meets set Company/Department goals and objectives)

To provide administrative function for the discipline day to day. To co-ordinate meetings of the respective specialist committees and working group. To engage with all aspects of the sport and to develop and encourage both competitor, officials and club participation.

4.4 What performance is required as normal (key results/personal objectives)

- * It is required that the highest standards of honesty, integrity and fairness are adopted at all times.
- * Ensure that general information enquiries, correspondence and e-mail is to be answered or acknowledged promptly but no later than two working days from receipt and that the information given is to be factually correct.
- * Telephone messages for others in Section are to be logged immediately and calls returned within 4 working hours where possible.
- * At all times work accurately and effectively within timetables as laid down by the Company.
- * Always make decisions soundly based upon all available information (including liaison with colleagues within the organisation), make, and keep written notes of the solutions to problems encountered and new work processes.
- * All documents prepared are to be clear, unambiguous, concise and well presented and in compliance with laid down rules and regulations.
- * At all times, operate the computer in accordance with prescribed procedures and Company policy.
- * At all times deal with people politely, patiently, and proficiently.
- * At all times look at introducing new ways of doing your job (or others) that will add value to our members by either increasing income or reducing costs.
- * If there is any doubt, concern or problem about any task enlist the help of others within the Company.
- * Ensure that the filing is carried out daily in accordance with procedures as laid down from time to time.

- * Workstation and area is to be kept tidy and free from hazards at all time and left clear at the end of each working day.
- * At all times be willing to undertake tasks to help others in Company as directed by the Sporting Services Director.