



Sydney Motorsport Positions (2018)

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ACCOUNTING & FINANCE TEAM

Accounting Team Leader:

Aim: Provide financial information to management by analysing data and conducting researching as well as preparing reports.

Roles and responsibilities:

- Preparation of profit and loss statements
- Set up accounting practices and procedures
- Advise on how to manage accounting practices and procedures
- Analyse budgets
- Advise on where savings can be made
- Complete cash claim forms and send them directly to Team Manager
- Attend meetings with Team Manager when required

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying Accounting or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Accounting Leader:

Roles and responsibilities:

- Shadow Accounting Leader
- Assist Accounting Leader with above tasks
- Record quotes
- Attend meetings with Team Manager if Accounting Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying Accounting or a related degree
- Can work in a team environment
- Willing to learn from Accounting leader such that they can take over their roles the following year
- Excellent time management skills



Accounting Members:

Roles and responsibilities:

- Ensure cash claim forms are filled out correctly and are up to date

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Have excellent analytical skills
- Can work in a team environment
- Good time management skills



ACCOUNTING & FINANCE TEAM

Finance Team Leader:

Aim: Provide financial advice and support to the team as well as assisting in making business decisions.

Roles and responsibilities:

- Develop an annual budget
- Create summary of all funding sources, expenditures
- Continuously update Capex and Tracker
- Providing and interpreting financial information
- Conduct reviews and evaluations for cost-reduction opportunities
- Manage Sydney Motorsport's financial accounting, monitoring and reporting systems
- Manage budgets
- Attend meetings with Team Manager when required

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying Finance or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Finance Leader:

Roles and responsibilities:

- Shadow Finance Leader
- Assist Finance Leader with above tasks
- Attend meetings with Team Manager if Finance Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying Finance or a related degree
- Can work in a team environment
- Willing to learn from Finance leader such that they can take over their roles the following year
- Excellent time management skills



Finance Members:

Roles and responsibilities:

- Assist with creating preliminary budget

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Have excellent analytical skills
- Can work in a team environment
- Good time management skills



2018 Aerodynamics Package Design Scope

The Aerodynamics Package for any FSAE car must contain a bare minimum of a nosecone and sidepod(s), thereafter floor diffusers, rear engine shrouds and wings can be included in the mix. Currently the 2018 nosecone and sidepod have been designed and are undergoing manufacture, however we have yet to incorporate any of the latter additions. Until now, the team has never had the resources to do so.

Fortunately, an FSAE aerodynamicist alumni (Liang Yu) from the University of Western Australia has recently joined the team and will take on a mentor based role this year. He has outlined a method for the team to create and validate our own valid CFD model which is crucial for designing an aerodynamics package for later years.

Furthermore, in 2013 and 2014, the team designed and manufactured its first prototype wings package for testing. They were then mounted on the 2013 car and run at our Marulan test track in the middle of 2014, with promising results, however they were designed to the 2013-14 FSAE rules and are no longer compatible for use in the current rules.

With testing of the 2018 car expected to occur early in the year, this provides us a perfect opportunity to create the CFD model and develop a new prototype set of wings, diffuser and engine shrouds for the current generation of SAE cars (2019 onwards).

Design and Role Scope:

1. Assist in the manufacturing of the Nosecone and Sidepod.
 - This will involve composite work and handling of carbon fibre, fibre glass, epoxy and mould surface preparation.
2. Develop the CFD model under Liang's supervision.
 - This will involve modifying the existing wings with pressure sensors around its surface and then track testing them on the 2018 car. The data generated can then be used to create the CFD model.
3. Using both the experience and knowledge gained from the first 2 steps, the following are then to be designed and made for the 2019 FSAE car.
 - Nosecone
 - Sidepod(s)
 - Diffuser
 - Rear space frame shroud
 - Front and Rear Wings
4. Depending on time and resources, the following could also be designed and manufactured for the 2018 car
 - Diffuser
 - Rear space frame shroud
 - Front and Rear Wings



Preliminary Timeline and Time commitment details:

Step 1 is required before the semester begins, whilst Step 2 will be finished by middle of semester 1 2018. Steps 3 and 4 will be held throughout the rest of the year.

By taking on this role you are expected to contribute at least 3 days per week before semester starts and 10 hours per week (not including weekend work) during semester. Continual engagement during the winter holidays is also expected.

Notes:

- There will be a significant amount of practical work for the first 2 steps, particularly for on track testing. Afterwards (step 3 onwards), the work will be more CFD and modelling based. This will be until the eventual manufacturing and testing of more components for either the 2018 or 2019 aerodynamics package.
- We currently have a thesis student working on a preliminary and theoretical designs for the wings. If the design performs well in the model, then the manufacturing process will need to be designed for them.
- Although wings are very attractive, they have the worst resource-effort to performance-effect ratio out of all the elements of the Aerodynamics package, whilst floor diffusers are the best. (That is, if you put the same amount of effort and resources into each aspect of the package, wings would give the least performance improvement).
 - There is a strong possibility you will **NOT** design the wings.

Important Considerations:

- **Adjustability:** The Aerodynamics package needs to have adjustability in both the front and rear wings to allow tuning to maximise car performance for each specific event at the competition.

E.g. Low drag for the Acceleration event, high downforce for Skid-Pad. A range of adjustment would be required to tune car behaviour for Autocross & Endurance to the driver's preference and fastest lap time.
- Be aware of the **impact of the wings on cooling** of the brakes and engine radiator in the side-pod – the wings are no good if the car overheats!
- Be aware of the **Impact Attenuator rules with respect to front wings** – some testing or calculation may be required to ensure the car still meets Impact Attenuator requirements with the standard FSAE Impact Attenuator.
- Consider sprung (chassis) and unsprung (suspension arms/uprights) mounting, and the effects of the wing loads on the chassis & suspension – this will require consultation with Chassis & Suspension team members.
- Ensure you are aware of wing mounting rules, with regards to locations & keep out zones and strength – scrutineers are very strict on flimsy wings.



EVENTS TEAM

Events Team Leader:

Aim: Organise, plan and execute events that represent the positive image of Sydney Motorsport as well as looking to gain exposure outside the University.

Roles and responsibilities:

- Organising, planning and executing events
- Working with leaders on planning events
- Research markets in order to identify event opportunities
- Liaising with sponsors to ascertain their precise event requirements
- Producing detailed proposals for events i.e. timeline, venue, caterers etc.
- Managing budget specified for event
- Coordinating venue management, caterers, equipment hire
- Post-event evaluation including data entry and analysis
- Handling guest enquiries and troubleshooting on the day of the event to ensure it runs smoothly
- Develop an event management plan to ensure there is continuous coordination and training for all Events Team members

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a fast-paced environment
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Events Leader:

Roles and responsibilities:

- Shadow Events Leader
- Assist Events Leader with above tasks
- Look into inter-society events
- Plan room layouts
- Booking and securing suitable venue and location for all events
- Attend meetings with Team Manager if Events Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a fast-paced environment
- Can work in a team environment
- Willing to learn from Events leader such that they can take over their roles the following year
- Excellent time management skills



Events Members:

Roles and responsibilities:

- Assist with setting up venue
- Assist with fundraisers

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Can work in a team environment
- Good time management skills



IT TEAM

IT Leader:

Aim: Monitor and maintain computer systems and networks for Sydney Motorsport. May be required to install, configure computer system, software faults and solve technical and application problems.

Roles and responsibilities:

- Manage the Sydney Motorsport website, ensure it is easy to navigate
- Assist Marketing Team with uploading videos and pictures of design, manufacturing, testing etc. (to continuously update sponsors and those interested)
- Troubleshooting issues with all social media platforms (includes, but is not limited to instagram, facebook, twitter)
- Continuously update Team Manager of progress and issues
- Attend meetings when necessary with Team Manager
- Creation of forms used for recruitment of junior members
- Creation of forms used to purchase merchandise
- Manage IT team and ensure work is up to date

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying IT, computer science or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant IT Leader:

Roles and responsibilities:

- Shadow IT Leader
- Assist IT Leader with tasks mentioned
- Attend meetings with Team Manager if IT Leader is not available
- Manage subscriptions of newsletters

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying IT, computer science or a related degree
- Can work in a team environment
- Willing to learn from IT leader such that they can take over their roles the following year
- Excellent time management skills



IT Team Members:

Roles and responsibilities:

- Assist IT Leaders in tasks
- Ensure all deadlines are met
- Attend business team meetings

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Be tech savvy
- Can work in a team environment
- Good time management skills



Junior Roles and Responsibilities (Engineering)

Juniors hold a critical role in the Sydney Motorsport team and no FSAE team would be successful without them. Technically the main job for juniors is to manufacture components on the car, complete small design jobs and assist in the workings of the society (events, administration etc). Essentially providing a helping hand for the senior personnel.

However, a more important job is to continuously learn and absorb as much information regarding the society, the manufacturing processes, the administration process, the project, the competition, the engineering technology etc. This is because in the long run, if you make it till the long run, you as a junior will be the future of this team. For now, learn as much as possible from the current team.

For the 2018 season, juniors will be divided into different sections of the society. In the Business side of the team this includes the Marketing, Sponsorship, Events, IT or Accounting teams etc; whilst on the Engineering side, there are Suspension, Wheel Package, Electronics, Powertrain, Chassis, Aerodynamics and Driver relations teams. After each semester, you may change teams if you desire.

Roles and Responsibilities:

- Complete any jobs assigned to you by your section's lead (specific to which section you are allocated)
 - It is also possible you will be required to help in jobs for other sections if they require additional support.
 - Being proactive regarding work, such as suggesting ways to help is expected.
- You will be expected to communicate with your section's team as well as responding to any messages or forms by the team in a timely manner.
- You must complete both the manufacturing inductions and training modules when there is no allocated jobs.
- Participate in events ranging from track testing of the car to fund raising BBQs.
- Learn as much as possible.

Time commitment:

Before Semester 1 starts, you would be expected to come into the workshop **at least 2 days a week**.

During semesters, the expected workshop time is **8 hours per week**, with additional at home work time (either studying up on our provided race car learning material or working on allocated jobs). A good indication of work commitment is to treat this as a 3CP subject, without the pressure of grades of course.

Your continual engagement is also expected during the holidays.



Required Attributes:

- Dedication and loyalty to the team
- Eagerness to learn and help where ever possible
- Patient and hard working
- Tenacious
- Competitive attitude (Optional but beneficial, it is a competition after all!).

Note:

A working knowledge of cars or manufacturing is **NOT** required. These will come as you working within the team. The learning curve is steep but considerably valuable if surmountable. We will also provide with the necessary inductions and training for all equipment, as well as learning material.



MARKETING TEAM

Content Marketing Leader:

Aim: Strategic marketing approaches with a focus on creating and distributing valuable, consistent and relevant content.

Roles and responsibilities:

- Collaborate with Social Media Team in creating images to accompany Facebook posts
- Ensure Sydney Motorsport logo displayed on photographs and videos prior to uploading
- Assist Social Media Team with upload of created content
- Plan and monitor social media content on Facebook, YouTube and Instagram
- Confirm plans with Social Media Team
- Take photos and record video of team (manufacturing, building, track days, events)
- Blog on an ongoing basis on Sydney Motorsport website
- Attend meetings with Team Manager when required

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Content Marketing Leader:

Roles and responsibilities:

- Shadow Content Marketing Leader
- Assist Content Marketing Leader with above tasks
- Ensure Sydney Motorsport website is constantly updated
- Attend meetings with Team Manager if Content Marketing Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to learn from Content Marketing leader such that they can take over their roles the following year
- Excellent time management skills



Content Marketing Members:

Roles and responsibilities:

- Assist with managing social media pages

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Have excellent social skills
- Can work in a team environment
- Good time management skills



MARKETING TEAM

Marketing Operations Leader:

Aim: Monitor, measure and analyse the effectiveness of marketing initiatives as they relate to the goals of Sydney Motorsport.

Roles and responsibilities:

- Ensure the correct Sydney Motorsport logo is displayed on all marketing material
- Ensure relevant sponsors are mentioned
- Assist Team Manager in finalising all work completed by Social Media, Content Marketing, Sponsorship and PR Teams
- Collaborate with PR Team in creation of newsletters
- Collaboration with Social Media Team on creating promotional material i.e. stickers, flyers and pamphlets
- Advertising Sydney Motorsport across entire University campus
- Product exhibitions at events both internal and external to the University
- Brief marketing strategy report after each event
- Attend meeting with Team Manager when required

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Marketing Operations Leader:

Roles and responsibilities:

- Shadow Marketing Operations Leader
- Assist Marketing Operations Leader with above tasks
- Attend meetings with Team Manager if Marketing Operations Leader is not available
- Handing out promotional material across entire University campus

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to learn from Marketing Operations leader such that they can take over their roles the following year
- Excellent time management skills



Marketing Operations Members:

Roles and responsibilities:

- Assist with managing post success in pages

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Have excellent social skills
- Can work in a team environment
- Good time management skills



MARKETING TEAM

PR Leader:

Aim: Build, maintain and manage the reputation of Sydney Motorsport. Communicate key messages to third party endorsements as well as defined target audiences to establish and maintain relationships and understanding between Sydney Motorsport and its public.

Roles and responsibilities:

- Assist Social Media, Content Marketing, Marketing Operations as well as Events Teams with media management
- Establish good, professional image of Sydney Motorsport in a periodic manner
- Writing, editing and distributing newsletters to sponsors, School of AMME, etc.
- Assist Team Manager with presentations (engineering and business) i.e. speech writing, feedback etc.
- Assist Static Event presenters with rehearsals and presentation
- Attend meetings with Team Manager when required
- Assist sponsorship team with proposals
- Maintenance and creation of editorial calendars

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant PR Leader:

Roles and responsibilities:

- Shadow PR Leader
- Assist PR Leader with above tasks
- Attend meetings with Team Manager if PR Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to learn from PR leader such that they can take over their roles the following year
- Excellent time management skills



PR Team Members:

Roles and responsibilities:

- Assisting with newsletters
- Assist PR leaders with preparing presenters for presentations or public events
- Attend business team meetings

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Have excellent social skills
- Can work in a team environment
- Good time management skills



MARKETING TEAM

Social Media Leader:

Aim: To implement and establish Sydney Motorsport's social media marketing. Develop awareness and generate inbound traffic, ultimately leading to the generation of sponsorship and sales. The Social Media Team's aim is to exploit all aspects of the social media market.

Roles and responsibilities:

- Collaborate with the Marketing Operations and Content Marketing Teams
- Build and execute social media strategies through research
- Identify relevant audiences
- Creation of promotional material i.e. flyers, stickers and pamphlets
- Assist in managing social platforms: Sydney Motorsport Instagram, snapchat, youtube and twitter accounts
- Collaborate with Content Marketing and PR Team to check videos prior to uploading on Sydney Motorsport YouTube account
- Collaborate with Events Team in advertising events around campus
- Create editorial calendars
- Attend meetings with Team Manager when required

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Five (5) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Social Media Leader:

Roles and responsibilities:

- Shadow Social Media Leader
- Assist Social Media Leader with above tasks
- Attend meetings with Team Manager if Social Media Leader is not available
- Assist with creating content for social media pages
- Ensure all content is up to date and relevant

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Be studying Marketing or a related degree
- Can work in a team environment
- Willing to learn from Social Media leader such that they can take over their roles the following year
- Excellent time management skills



Social Media Members:

Roles and responsibilities:

- Assist with creating content for social media pages

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Have excellent social skills
- Can work in a team environment
- Good time management skills



MEMBER ENGAGEMENT TEAM

Member Engagement Team Leader:

Aim: Ensure all team members are well connected and integrated into the team.

Roles and responsibilities:

- Contact new members
- Ensure new members have a role within the team and are familiar with how Sydney Motorsport is run
- Reply to Sydney University Racing Team facebook messages and meeting interested students
- Ensure current team is well connected by organising fortnightly events

Time Commitment:

- Semester 1 – Five (5) hours/week
- Semester 2 – Four (4) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Excellent social skills
- Well-presented
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Member Engagement Leader:

Roles and responsibilities:

- Shadow Member Engagement Leader
- Assist Member Engagement Leader with above tasks
- Attend meetings with Team Manager if Member Engagement Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a team environment
- Willing to learn from Member Engagement leader such that they can take over their roles the following year
- Excellent time management skills



Member Engagement Team Members:

Roles and responsibilities:

- Create flyers
- Promote team events to all members

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a team environment
- Good time management skills



SPONSORSHIP TEAM

Sponsorship Team Leader:

Aim: Contact old sponsors, ensuring they are all satisfied as well constantly finding new potential sponsors.

Roles and responsibilities:

- Keep sponsor data updated
- Ensure all sponsors are kept up to date with Sydney Motorsport events
- Invite all sponsors to events such as Sponsor Day Drive as well as Launch Night
- Send newsletters to sponsors
- Create sponsorship letters and proposals
- Assist team manager with the editing of the corporate prospectus
- Research potential sponsors
- Ensure relevant sponsors are mentioned in social media posts
- Ensure promises are kept to sponsors

Time Commitment:

- Semester 1 – Seven (7) hours/week
- Semester 2 – Three (3) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Excellent social skills
- Well-presented
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant Sponsorship Leader:

Roles and responsibilities:

- Shadow Sponsorship Leader
- Assist Sponsorship Leader with above tasks
- Attend meetings with Team Manager if Sponsorship Leader is not available

Time Commitment:

- Semester 1 – Four (4) hours/week
- Semester 2 – Two (2) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a team environment
- Willing to learn from Sponsorship leader such that they can take over their roles the following year
- Excellent time management skills



Sponsorship Members:

Roles and responsibilities:

- Assist with reaching out sponsors
- Research new sponsors

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a team environment
- Good time management skills



WORKPLACE HEALTH AND SAFETY TEAM

WHS Team Leader:

Aim: Ensure all WHS related forms are kept up to date. Maintaining workshop cleanliness in order to ensure safe working environment.

Roles and responsibilities:

- Ensure Risk Assessment forms are up to date
- If needed, complete Safe Work Procedure form
- Submit all necessary forms to head of safety for approval
- Create checklist for all necessary safety equipment for team events (track days, competition etc.)
- Ensure workshop roster is being implemented

Time Commitment:

- Semester 1 – Four (4) hours/week
- Semester 2 – Three (3) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Proven track record of responsibility
- Can work in a team environment
- Willing to manage a small team
- Excellent time management skills



Assistant WHS Leader:

Roles and responsibilities:

- Shadow WHS Leader
- Assist WHS Leader with above tasks
- Create workshop cleaning roster
- Ensure members do not leave a messy workplace
- Attend meetings with Team Manager if WHS Leader is not available

Time Commitment:

- Semester 1 – Three (3) hours/week
- Semester 2 – Three (3) hours/week
- Summer/Winter Break – Four (4) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a team environment
- Willing to learn from WHS leader such that they can take over their roles the following year
- Excellent time management skills



WHS Members:

Roles and responsibilities:

- Assist with implementing workshop cleaning roster
- Assist events team with creating preliminary timeline in order to ensure WHS forms are completed on time

Time Commitment:

- Semester 1 – Two (2) hours/week
- Semester 2 – One (1) hours/week
- Summer/Winter Break – Two (2) hours/week

Desired Attributes:

- Excellent social skills
- Can work in a team environment
- Good time management skills