JUDDMONTE

# JOB SPECIFICATION

| | |
|---|---|
| **Job Title:** | Head of Business Support |
| **Contract type:** | Permanent |
| **Hours:** | Full-time office hours, additional hours as required by the role |
| **Reporting to:** | COO |
| **Direct Reports:** | Racing & Business Support Executive, Executive Administrator |
| **Stakeholders:** | Senior Management Team, Racing Office |
| **Location:** | Banstead Manor Stud, Cheveley |

## Job Purpose

To lead and coordinate business support activities across Juddmonte, supporting the Senior Management Team through effective communication, management information, business systems, operational improvement and the delivery of cross-functional and ad hoc projects on behalf of the CEO and COO.

## Responsibilities

**Group Communication**

- Co-ordinating and compiling all reports to the Owner including the following regular reports:
  - Weekly breeding reports.
  - Foal and yearling reports.
- Co-ordinating all requests for information from the CEO, liaising with all parts of the business in order to meet these requirements.
- Prepare and coordinate management information, analysis and ad hoc research for the CEO, COO and Senior Management Team to support business decision-making.

**IT Systems**

- Act as the super-user for the Juddmonte Equine Management System (JEM) responsible for co-ordinating all business requests for changes to JEM and ensuring that users receive adequate training.
- Liaise with the IT department to ensure that JEM is appropriately maintained and developed to support evolving business requirements.
- Develop and maintain a limited suite of focused JEM reports.

**General**

- Oversee key business systems and reporting solutions, managing external provider relationships and ensuring systems, reporting and ongoing development are aligned with operational and strategic requirements.
- Co-ordinate monthly/quarterly meetings including:
  - Monthly Senior Management meetings
  - Quarterly Marketing Forums
  - Monthly Senior Staff meetings
- Responsible for the organisation and co-ordination of all box hospitality, including for the extended family of the Owner and be in attendance (where required) on these days to ensure these events meet the required standards.

JUDDMONTE

# PERSON SPECIFICATION

## Capabilities

- Highly organised individual with an ability to work well across all aspects of the business
- Excellent communication skills
- IT literate
- High level of attention to detail
- Good knowledge of Microsoft Office (Word/Excel/Outlook)

## Attributes

- A self-starter capable of working autonomously to tight deadlines
- A team player who can work across the Juddmonte business units
- Confidence to work with senior management

## Experience and Knowledge

### Essential

- Experience of working in a high-performance environment with exacting standards and tight deadlines

### Advantageous but not critical

- Knowledge of the racing/breeding industry
- Working within a family business/office
- Project management experience