



POSITION DESCRIPTION

Position Title: Deputy Chief Steward

Department: Integrity

☐ **New Position**

Date: 14/02/2017

Reports to (position):

Chief Steward

Positions that report to this position:

Various

Name of present incumbent (if applicable):

New position

PRIMARY PURPOSE OF THE POSITION:

Greyhound Racing Victoria (GRV) is seeking to appoint a highly-motivated individual to act as second in charge to the Chief Steward leading the implementation of the newly established framework for Stewarding within the Greyhound Racing Industry in Victoria.

The purpose of the Deputy Chief Steward position is to manage the day to day administrative function of the Stewards unit, including the relevant portfolio's and have oversight of all race day functions in conjunction with the Chief Steward.

SCOPE:

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

The integrity of the Greyhound Racing product is a vital strategic component of GRV. The Chief Steward plays a key role in ensuring this aspect of the organisation, largely through regulating, controlling, investigating and adjudicating upon the conduct of all officials and registered persons according to the rules of Greyhound Racing.

FREEDOM TO ACT / DECISION MAKING

Management of Stewards Panel within company policy and legislative requirements
 Rostering of Stewards
 Authority to approve timesheets
 Financial delegation

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Integrity Management	<ul style="list-style-type: none"> • Coordinate all aspects of inquiries and appeals including required resources, briefing witnesses and reviewing of transcripts. • Prepare and present documents of evidence at appeals, court proceedings and inquiries, including evidentiary briefs and exhibit books. • Develop, manage and review policies and procedures for all aspects of the Stewards' department. • Maintain a current and thorough knowledge of the greyhound rules, make recommendations regarding rule changes and implement rule changes where deemed necessary. • Ensure safe delivery of samples taken for prohibited substance testing. 	<ul style="list-style-type: none"> • Race meetings conducted in line with the Rules of Greyhound Racing • Supervision of Senior Stewards, Stewards and Stewards Administration Staff. • Efficiency of meetings • All deadlines met for race day meetings
Administration	<ul style="list-style-type: none"> • Devise and manage a complex weekly roster. • Correspond with participants and other stakeholders when required. • Prepare and present monthly board and management reports. • Prepare press releases in relation to the Steward's department. • Attend to any other task as directed by the Chief Steward and the General Manager Integrity,. 	<ul style="list-style-type: none"> • Administration tasks carried out in a timely and accurate manner
People Management	<ul style="list-style-type: none"> • Actively participate in Management activities, including regular meetings, performance reviews, training, development and recruitment. • Actively participate in managing and resolving issues that arise within the department including conflicts. • Provide leadership and advice to the team, particularly stewards, by educating in matters of administrative law, tribunal proceedings, local government rules and regulations. • Development and implementation of training/education programs where required. 	<ul style="list-style-type: none"> • Appraisals fully completed in timely manner • Training programs in place and recorded
Duties	<ul style="list-style-type: none"> • Other Duties as reasonably required from time to time 	
OHS	<ul style="list-style-type: none"> • Maintain a safe working environment in your area of responsibility. • Ensure that OH&S principles and guidelines are adhered to. • Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements. • Report accidents and injuries and near misses as per GRV Policy and Guidelines. 	<ul style="list-style-type: none"> • Role model safe work practices ensuring adherence to OH&S policy and procedures • Report incident/accident/hazard in the workplace in a timely manner • Actively support and promote OH&S

	<ul style="list-style-type: none"> • Provide and maintain, so far as is practicable, a working environment that is safe and without risk to health. • Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions in the workplace. • Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines. 	
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KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Associated greyhound industry bodies and associations	Members of the Board of GRV
Racing Analytical Services	CEO
Legal Advisers	General Manager Integrity
Other Racing Codes	Stewards
Greyhound Owners, Trainers and Breeders	Veterinary Services Officer
	Greyhound Racing Club Managers
	Administration Officers Integrity
	Betting Analyst

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
	Tertiary education in a relevant discipline
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
High level and understanding of Integrity	
Highly developed communication skills	
A proven ability to manage staff and lead for high performance	
Well-developed computer skills	
A thorough understanding of the process, and ethical/policing issues in greyhound racing	
Strong conflict resolution skills	
Ability to analyse and research issues, to reach and present concise and sound conclusions based on research and data	

A thorough understanding of the rules of Greyhound Racing	
ATTRIBUTES	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to multi-task
Integrity	Self Motivated
Impartiality	Lateral thinker
Accountability	
Respect	
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions of employment are as per the current relevant industrial instrument. • The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees. • All employment at GRV is subject to a satisfactory police check prior to commencement • All employees at GRV are required to have the right to work in Australia. • All employees are required to comply with OH&S statutory obligations. • GRV is an EEO employer. • A current Victorian Driver's License.

NAME: _____

SIGNATURE: _____ DATE: __/__/__