



Registrations Coordinator

Greyhound Racing Victoria (GRV) regulates and promotes greyhound racing at the State level with animal welfare and integrity as its key priorities. 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 and are seeking a passionate and professional person to fill the role of Registrations Coordinator.

Reporting to the Manager Member Services, the Registrations Coordinator is primarily responsible for the day to day operational delivery of all registration functions relating to Greyhound Racing in Victoria. The role will be responsible for coordinating and collating registration application related inputs and for making recommendations for approval by the Manager Member Services. The successful candidate will work closely with the organisation's Integrity and Animal Welfare Departments to deliver robust and defensible recommendations in registration related matters for consideration by the Manager Member Services.

Ideally, successful applicants will be able to demonstrate the following selection criteria:

- Experience in registration or licensing related roles gained in a local, state or federal government context
- Extensive experience in preparing registration or licensing related submissions for the approval of a Manager, Board or other decision maker
- The ability to quickly gain an understanding of the legislation, regulations and rules relevant to the greyhound industry
- Experience in managing relationships with internal stakeholders and industry

An undergraduate degree in a relevant discipline such as Law or Public Administration will be well regarded.

To apply, please forward a covering letter addressing the above-mentioned selection criteria together with a copy of your resume to careers@grv.org.au

For further information about the position please contact Kate Williams, Member Services Manager (03) 8329 1160 or review the attached position description.

Applications close at midnight on 8 June 2017 and must address the Key Selection Criteria outlined in the Position Description.

GRV is an EEO employer

All offers of Employment will be subject to a satisfactory police check

All employees must have the right to work in Australia