



Stewards Administration Officer

- **12 Month Contract with potential to extend**
- **West Melbourne location**
- **Contribute to meeting integrity objectives**

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 Stewards Administration Officer.

Reporting to the Chief Steward, the Stewards Administration Officer plays a significant role in assisting the Chief Steward and the Stewards to meet integrity objectives. Specifically, this position is responsible for the day-to-day administrative requirements of the Integrity Department including: attending to general enquiries from industry participants and members of the public, ordering of drug sampling supplies and swab results, documentation and review of race day procedures, and updating of rules and integrity notices.

The Stewards Administration Officer will also have significant input into inquiry and appeal proceedings, including those held by Stewards, the Racing Appeals and Disciplinary Board and VCAT. This includes preparation of briefs, transcripts and investigative reports, management of administrative requirements, and detailing and attending to actions emanating from proceedings.

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

- High degree of integrity
- Understanding of maintaining confidentiality with sensitive information
- Well-developed communication & report writing skills including preparation of briefs
- Ability to manage multiple tasks and organise work priorities in a fast-moving environment
- Proven experience in office administration and organisation
- Strong problem-solving skills
- Data entry skills that include speed and accuracy and good working knowledge of Microsoft products
- Teamwork - collaboration

To apply, please go to the vacancies on careers.vic.gov.au, search and select the position and click 'apply now'. All applications must include a resume and cover letter addressing the above mentioned Key Selection Criteria.

For further information about the position please contact Heidi Lester, Chief Steward on (03) 8329 1161 or review the attached position description. If you are viewing this advertisement on Seek, the position description is available via the **Apply for this Job** button below.

Applications close at midnight on Tuesday 4 July 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