



## Investigations Manager

**'This is your chance to be part of leading practice in sports integrity'**

- **Full time**
- **Ongoing role**

The Greyhound Racing Integrity Unit (GRIU), is seeking to appoint a highly-motivated and experienced Investigations Manager to lead and manage the investigations functions within. We are on the search for a well-rounded investigations professional that has demonstrable experience in leading high performing team.

The key to your success in this role will be your ability to communicate at all levels, be contemporary in your thinking, have the ability to influence modern investigative practices and have experience working within a complex regulatory environment. You will thrive on the challenge of working in a fast paced ever changing environment where multi-tasking is second nature.

This position reports to the Integrity Operations Manager. It is essential that you hold a driver's licence and most importantly you should have an impeccable background and work history.

The responsibilities of this unit will encompass;

- Leading and managing a team of Investigative Stewards, ensuring the highest levels of professionalism, integrity and efficiency are maintained at all times;
- Supervising and managing the -
  - Planning and Conduct of investigations
  - interviewing of participants as required
  - preparation of formal statements and briefs of evidence for inquiries and appeals
  - preparation of reports for consideration by the GRV Integrity council and Board
- Allocation of investigations to Investigative Stewards and oversight of active investigations to completion;
- Liaise and work collaboratively with internal stakeholders, Welfare Inspectorate, Stewards, GRV Veterinary staff, Member Services;

### **Selection Criteria**

The successful applicant will possess:

- Highly developed communication skills, written and verbal
- Strong conflict resolution skills
- Well-developed time and self-management skills
- Certificate IV in Government Investigations or evidence of training that is at least equivalent
- Be a team player with a positive attitude and initiative

To apply, please go to the vacancies on [careers.vic.gov.au](http://careers.vic.gov.au) website, search Greyhound Racing Victoria and select the position and click apply now'. All applications must include a cover letter addressing the selection criteria together with a copy of your resume by close of business

**Wednesday 25 July 2018.** For further information please contact Shane Gillard, General Manager Integrity on (03) 8329 1156.

*GRV is an EEO employer*

*GRV's Values, Respect – Integrity – Transparent – Collaborative – Safety – Responsive – Progressive*

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

*All employees must reside in Australia and have the right to work in Australia*