Position Title: Judge	**Department : Racing Operations Dept**
☒ **New Position** ☐ **Change to Existing Position**	**Date**: 28.09.16
Reports to (position):	*Raceday Operations Co-ordinator – Carolyn Cann*
Positions that report to this position:	*n/a*
Name of present incumbent (if applicable)**:**	*n/a*

PRIMARY PURPOSE OF ROLE: *This should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to , or be required at GRV*

The Judge specifies the outcomes of the finish positions of the Greyhounds in races and events and reports the outcomes. The Judge ensures that the race has been conducted in accordance with the Rules of Greyhound Racing. Greyhounds must be given a fair chance of competing in the event and the deciding result is final. When any occurrence is of concern to the Judge, then the Steward in Charge should be notified immediately for clarification.

SCOPE: *The scope of work provides information about the larger picture of the position – how it relates to other positions in GRV and to the broader community outside of GRV.*

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 Judge follows the specific procedures outlined by GRV. The role is to view the race from start to finish and determine the final finishing results of a race or event.

The finishing positions should be decided by the Judge when he occupies the Judge's Box at the time that the Greyhounds cross the finishing line. Where the Judge is not in the Judge's box at the time that the Greyhounds pass the finishing line, the Stewards or their nominee shall assume the role of Judge and determine the finishing positions.

There may be crossover tasks associated with the duties of the race judge and photo finish operator. In the event of electronic failure then the Judge activates the stop watch and stops when the noses of the leading Greyhounds reaches the finish line.

The Judge records and confirms the placings by reading aloud the finishing placings of the Greyhounds and confirms this with a notation or recording device. The Judge confirms any doubts with "back up" recording if available and, the Steward in Charge if necessary. The Judge will semaphore the first four placements including any margins. In the event that the margins between the Greyhounds is 0.5 length of the Greyhound or less then the Judge shall determine the finishing position by any authorized method.

The Judge also notifies TAB, and other betting providers if relevant, once the "All Clear" has been obtained from the Steward in Charge.

The Judge records the events of the race day and completes any relevant documentation related to the role while following the processes and procedures laid out by GRV and deferring to the Steward in Charge when required.

FREEDOM TO ACT / DECISION MAKING*: This should outline the extent of the positions scope to act without need for further approval – e.g.*

- *Managing of employees within the company policy and legislative requirements*
- *Define specific objectives for the member of the team within company objectives*
- *Department budget expenditure up to $20K*
- *Authority to approve timesheets*

The Judge has 2 job functions at a race meeting :

1. Official Race Judging
2. FASTTRACK results.

- Prepare for race day following the GRV rules and Procedures.
- Identify the finish positions in a greyhound race or trial.
- Reports outcomes of the race.

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
Area of Focus	***What activities are you responsible for?***	***How will you know this has been achieved?***
Race Day preparation	• Chief Judge attains copy of the "Official Scratching" sheet from the Chief Steward following kennelling. • Confirms with the Chief Steward late scratchings at kennelling time. • Notes racing program (e.g. Heats, Semi-Finals or Finals and race distances). • Notes any "Solo" trials to be conducted – [NB Refer to Trialling Policy]. • Loads computer and equipment in preparation for race start. • Test the operation of the photofinish by providing Stewards with a copy of the lure print to ensure accuracy of the equipment.	• Successful running of the race day events.
Commencement of the race meeting	• The Judge declares race to be "armed" once the starting boxes have been closed (this starts the timing mechanism). • The Judge activates stop watch on box rise. • The Assistant Judge video records the back-up.	•

Identify the finish positions in a greyhound race or trial.	• Chief Judge records leading greyhound at the section and sectional times at the relevant split. • Dictates placings of greyhounds in finishing order. [NB a dictation devise is made available for this purpose]. • The Chief Judge and Assistant Judge liaise and confirm first "four" placegetters. • The Chief Judge consults with the Steward-in-Charge of the meeting and confirms the first "four" placegetters as semaphored. • The Chief Judge contacts Raceday Control (TAB) and gives the "all clear" on the first "four" placings after the Chief Steward has sounded "all clear". • The Assistant Judge captures the photofinish print and dictates to the Chief Judge the placings in finishing order and margins. These results are manually recorded on the Judge's Sheet and cross-referenced with the Chief Judge. • The Assistant Judge loads the Judge's Menu [activated through the Intranet] and enters the following data through the Exotics & Split Entry – • Winning time • Sectional times and leading greyhound at the sections • TAB dividends (obtained through the TAB website) win and place bets for first "four" placegetters • TAB dividends for each greyhound (win bet). • TAB dividends for Quinella, Exacta, Trifecta, First 4, Running Double, Daily Double and Quadrella. • The Assistant Judge activates the bit map for the next race and ensures the accuracy of the race field (i.e. scratchings).	

KEY BUSINESS CONTACTS	
EXTERNAL	**INTERNAL**
TAB and/or other betting organisations	GM Integrity
	GRV Steward in Charge
	Assistant Judge
	Other relevant stakeholders

	Club Manager

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS *necessary to meet position objectives*	
ESSENTIAL	**DESIRABLE**
TBA	TBA
SKILLS/KNOWLEDGE *necessary to meet position objectives*	
ESSENTIAL	**DESIRABLE**
Excellent written communication and documentation skills	Relevant industry racing knowledge
Ability to follow processes and procedures outlined by the GRV guidelines including OHS and Environmental procedures	Previous experience in a similar role
Effective decision maker	
Ability to accurately operate a range of equipment and use software systems	
Ability to read and interpret workplace documentation	
Visual acuity to identify colours , individual animals and the correct winner	
Ability to communicate with a wide diverse range of people	
Ability to problem solve and trouble shoot where required	
ATTRIBUTES *required to ensure satisfactory performance and cultural fit*	
ESSENTIAL	**DESIRABLE**
Responsiveness	Ability to Multi-task
Integrity	Self Motivated
Impartiality	Lateral thinker
Accountability	Ability to follow processes and procedures effectively
Respect	Good communication skills and the ability to effectively communicate with a diverse range of people
Leadership	Human Rights
Human Rights	Animal Welfare

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement'
- 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 WHS statutory obligations.

- GRV is an EEO employer.

NAME: _____DATE:___/___/___

SIGNATURE: _____