

## Job Description – Casual Steward



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|--------------------------|---------------------------|
| <b>Employer</b>          | Greyhound Racing Victoria |
| <b>Position Title</b>    | Casual Steward            |
| <b>Business Unit</b>     | Racing and Integrity      |
| <b>Employment status</b> | Casual (as required)      |
| <b>Location</b>          | Various                   |
| <b>Last Updated</b>      | April 2013                |

### 1. Position Purpose

Greyhound Racing Victoria (GRV) is responsible for controlling, promoting, registering greyhounds and people and to carry out research into all aspects of the sport of greyhound racing. Our aim is to effectively manage, promote and develop a vibrant industry to ensure expansion and future wagering growth to maximize opportunities and returns for all participants. A job at GRV means great career opportunities, learning and development, flexible working conditions and a commitment to innovation and excellence.

The integrity of the Greyhound Racing product is a vital component of the strategic objectives of GRV. GRV casual stewards play a key role in upholding the integrity of the industry, by supporting race-day Stewards in ensuring the transparent and fair conduct of racing in Victoria in accordance with the rules of greyhound racing.

This position plays a hands-on role during the kenneling of greyhounds at Victorian race meetings, including the validation of ear brands and race certificates and the weighing and allocation of kennels. A casual steward will also be required to take samples from greyhounds for the purpose of drug testing in strict accordance of sampling procedures, relay to the Steward in charge any significant occurrences and general administrative tasks that occur on a day-to-day basis.

As directed by the Steward's department, a casual steward may also be required to provide

evidence at non race day inquiries and conduct kennel inspections.

## 2. Reporting

- This position reports directly to the Chief Steward
- On race day this position reports to the Steward In Charge (SIC)

### Key relationships (Internal)

- Racing and Integrity Manager
- Chief Steward
- Deputy Chief Steward
- Stewards Administration Supervisor
- Stewards panel
- Casual Steward Data Operator

### Key relationships (External)

- Race club managers and staff
- Industry participants

## 3. Key Responsibilities

### Kenneling Duties

- Check security and cleanliness of kennel bay
- Actively participate in kenneling procedures including, validation of ear brands and weighing and kennel allocation

### Race Duties

- Undertake sampling of greyhounds for the purpose of drug detection as requested by the SIC
- Supervise veterinary inspections as requested by the SIC
- Participate in the evaluation of track surface and equipment safety
- Ensure each greyhound is correctly rugged prior to each race
- Ensure each starter has a catcher engaged
- Record the 'position in running' at the completion of each race
- Report to SIC significant occurrences
- Coordinate and record satisfactory trials
- Provide evidence at race-day inquiries as required

### Other

- Attend inquiries as required
- Conduct kennel inspection as required
- Attend to any other task as directed by the Chief Steward or Steward in charge

#### 4. Key Skills and Qualifications

- A thorough understanding of the Rules of greyhound racing
- Highly developed communication skills
- An ability to work as part of a team and show leadership when required
- Well developed time, self-management and or organisation skills
- Strong conflict resolution and excellent verbal communication skills
- Presents a professional image of Greyhound Racing Victoria

#### 5. Employment Conditions

- Paid per meetings
- Meal Allowance
- Travel expenses paid where travel exceeds 100km
- The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees and contractors are bound by a number of regulatory Government requirements. In addition, all staff and contractors are required to abide by strict GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.
- A successful Background Check is required for this position.

NAME: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

SIGNATURE: \_\_\_\_\_