



POSITION DESCRIPTION

Position Title: Steward

Department: Integrity

Change to Existing Position

Date: 31 December 2015

Reports to (position): Directly - Chief Steward of Operations – Indirectly to Steward In Charge of Race meeting **Grade:**

Positions that report to this position: Nil

Name of present incumbent (if applicable): Various

PRIMARY PURPOSE OF THE POSITION:

The principal purpose of this role is to oversee the proper administration of race meetings. This includes: ensuring all kennelling procedures are adhered to, directing the taking of samples for prohibited substance detection, supervising the conduct of race day officials and staff, undertaking inquiries where required and in general ensuring the smooth and fair running of a meeting in accordance with the rules.

SCOPE:

Greyhound Racing Victoria (GRV) is legislated under the Racing Act (1958 *as amended*) to manage and market the sport of Greyhound Racing in Victoria. Representing approximately 10,000 industry participants, GRV aims to administer the sport to maximize returns to its members and ensure long term viability

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 ensuring the transparent and fair conduct of racing in Victoria in accordance with the rules of greyhound racing

At all times a Steward will act in a transparent and honest manner and will attempt to uphold the integrity of the industry to the best of their ability.

FREEDOM TO ACT / DECISION MAKING

Decision Making for Administration of Race Meetings – Pursuant to the Rules of Greyhound Racing and in line with GRV policies and procedures.

| KEY RESULT AREA | ACCOUNTABILITY / ACTIVITY | KEY PERFORMANCE INDICATOR |
|-------------------|--|--|
| On-Course Duties | <ul style="list-style-type: none"> • 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 • Report to SIC significant Occurrences • Coordinate and record satisfactory trials | <ul style="list-style-type: none"> • Rules of Greyhound racing. |
| Off-Course Duties | <ul style="list-style-type: none"> • Conduct and provide evidence at inquires as required • Attend and provide evidence at appeals held at either GRV or VCAT | <ul style="list-style-type: none"> • Stewards Roster |

| KEY BUSINESS CONTACTS | |
|------------------------|------------------------------------|
| EXTERNAL | INTERNAL |
| Race Club Managers | Integrity Manager |
| Non GRV Race Day Staff | Chief Steward |
| | Stewards' Panel |
| | Integrity Officer (Administration) |

| PERSON SPECIFICATION | |
|--|-------------------------------|
| EDUCATION/QUALIFICATIONS | |
| ESSENTIAL | DESIRABLE |
| | Certificate IV Racing Steward |
| SKILLS/KNOWLEDGE | |
| ESSENTIAL | DESIRABLE |
| Highly developed communications skills | Knowledge of OHS |
| Strong conflict resolution skills | |
| An ability to work as part of a team and show leadership where required | |
| Well developed time and self-management Skills | |
| Organisational skills | |
| Good data entry/keyboard skills | |
| Sound literacy and numeracy skills | |
| ATTRIBUTES | |
| ESSENTIAL | DESIRABLE |
| Current Victorian Drivers Licence | |
| Team Player | |
| Reliable | |
| Respect | |
| Integrity | |
| EMPLOYMENT CONDITIONS | |
| <ul style="list-style-type: none"> • Terms and conditions of employment are per the current 'Full Time Stewards 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. • All employees at GRV are required to have the right to work in Australia. • GRV is an EEO employer. • Drivers Licence Required | |

NAME: _____ DATE __/__/__

SIGNATURE: _____