



POSITION DESCRIPTION

Position Title: Integrity Operations Manager

Department: Integrity Department

New Position

Date: 9th March 2017

Change to Existing Position

Reports to (position): General Manager Integrity

Positions that report to this position: 2
(Investigations Mgr. & Intelligence Mgr.)

Name of present incumbent (if applicable):

PRIMARY PURPOSE OF ROLE:

The primary purpose of the Integrity Operations Manager role is to lead and manage the integrity operations of GRV, including the investigations and intelligence functions. This senior role interacts across several business units within GRV, acts in a 'Deputy' capacity to the General Manager Integrity and is positioned as the key advisor for the Integrity Department legal services team.

SCOPE:

Greyhound Racing Victoria (GRV) is legislated under the Racing Act 1958 to govern, operate and promote greyhound racing in Victoria. Representing approximately 10,000 industry participants, GRV's role is to administer the sport to maximize returns to its members and ensure long term viability. The integrity of greyhound racing is critical to GRV's objectives. A successful racing code is contingent on public confidence and GRV integrity officials play a key role by ensuring the rules of greyhound racing are complied with and critical integrity and welfare objectives are met.

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 Integrity Operations Manager, will work closely with GRV employees and industry stakeholders alike to promote the objectives and wider understanding of GRV's objectives specifically relating to Integrity in the sport of Greyhound racing.

	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for</i>	<i>How will you know this has been achieved?</i>
<i>Management & Leadership</i>	<ul style="list-style-type: none"> Lead and manage the department's integrity operations generally and intelligence and investigations function specifically, including: <ul style="list-style-type: none"> Develop, maintain and continually review, efficient and effective systems to identify, investigate, track and manage animal welfare and integrity related issues. 	

	<ul style="list-style-type: none"> - Ensure the efficient and effective management and operation of the department's Task & Coordination Committee to support timely and authoritative reporting on animal welfare and integrity related issues to executive management and external bodies where appropriate. - participate in and support the effective operation of the organisations' Integrity Council <ul style="list-style-type: none"> • Develop strategies and plans to maximise the potential of self and direct reports • Help people understand how they are progressing against business expectations by providing recognition and constructive feedback • Lead and manage staff to follow a high level of continuous improvement performance, setting clear KPI's and managing their performance • Act as General Manager Integrity in their absence and/or as required • Actively promoting the objectives and wider understanding of the Group's work 	
<i>Intelligence</i>	<ul style="list-style-type: none"> • Provide specialist advice and support to the Intelligence Manager to establish and maintain an intelligence framework including the applicable systems to ensure that investigations are evidence led and provide timely information to the Integrity Dept. on matters that pose a risk to the objectives of the organisation or GRV's brand and/or reputation. • Identify and respond to new and emerging issues in the racing environment with particular reference to animal welfare and industry integrity. 	
<i>Investigations</i>	<ul style="list-style-type: none"> • Leading and monitoring the management of all major incidents and investigations across GRV activities ensuring they are appropriately investigated, both internal and external. • Ensure appropriate analysis systems are in place and risk mitigation strategies are identified and acted upon • Proactively managing relationships and networks at all levels in relation to investigation management. • Management of the process/ assessments/reviews/allocation of investigations • Timely management of allocated investigations assigned to unit. • Review and quality control investigations briefs and progress to legal review where supported • Conduct regular reviews of the investigations processes and implement learnings and/or improvements where identified 	
<i>Occupational Health & Safety</i>	<ul style="list-style-type: none"> • Maintain a safe working environment in the integrity unit. • Ensure that OH&S principles and guidelines are adhered to. • Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements. • Report accidents and injuries and near misses as per GRV Policy and Guidelines. • Provide and maintain so far as is practicable a working environment that is safe and without risk to health. 	

	<ul style="list-style-type: none"> • Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. • Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines. 	
<i>Other</i>	<ul style="list-style-type: none"> • Develop and maintain strong relationships with key stakeholders both internal and external to GRV • Represent GRV at meetings with external stakeholders and the wider community. • All other duties as reasonably requested from time to time 	

KEY BUSINESS CONTACTS

EXTERNAL	INTERNAL
Department of Justice and Regulation	General Manager Integrity
Office of the Racing Integrity Commissioner	Managing Principal Lawyer
Racing Appeals & Disciplinary Board	Chief Steward
Victorian Civil & Administrative Tribunal	Chief Veterinarian
GRV Racing Clubs	GRV Integrity Council Members
Victoria Police	GRV Executive Leadership Team
Racing Victoria and Harness Racing Victoria	

PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS *necessary to meet position objectives*

ESSENTIAL	DESIRABLE
	A relevant tertiary level qualification in leadership and management
	Qualifications in investigation/intelligence.

SKILLS/KNOWLEDGE *necessary to meet position objectives*

ESSENTIAL	DESIRABLE
Proven experience in leading people	An understanding of the regulation of sporting codes
Advanced investigation and intelligence management experience	Experience in conducting internal investigations
Strong understanding of data analysis with the ability to ensure the development of reports and metrics that identify emerging risks	Demonstrable experience in strategy development
Sound interpersonal and communication skills, both written and verbal	An understanding of corporate governance frameworks
Demonstrated ability to work effectively in a team environment with tight timeframes and manage a number of different and complex projects/tasks simultaneously	

ATTRIBUTES *required to ensure satisfactory performance and cultural fit*

ESSENTIAL	DESIRABLE
Responsiveness	
Integrity	

Impartiality	
Accountability	
Respect	
Leadership	
Judgement	
Attention to Detail	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions of employment are per the current GRV 'GSERP contract' • 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 completion of a 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.