



POSITION DESCRIPTION

Position Title: Investigations Manager

Department: Greyhound Racing Integrity Unit (GRIU)

Change to Existing Position

Date:

Reports to (position):

Integrity Operations Manager (IOM)

Positions that report to this position:

Investigative Steward

Name of present incumbent (if applicable):

PRIMARY PURPOSE OF THE POSITION:

The incumbent in this position will be responsible for developing and managing an Investigations Unit (IU) in assistance to the Integrity Operations Manager.

The responsibilities of this unit will encompass (although not be strictly limited to):

- Leading and managing a team of Investigative Stewards (investigators), 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 (investigators) and oversight of active investigations to completion stage;
- As required, professionally present evidence to inquiries and appeals conducted by GRV stewards, GRV RADB and VCAT
- Ensure the conduct of proactive operations in accordance with identified risk within the sport of greyhound racing;
- Conduct animal welfare visits or inspections as required (with appropriate staff/resources)
- Liaise and work collaboratively with internal stakeholders, including Welfare Inspectorate, Stewards, GRV Veterinary staff, Member Services;
- Maintain effective relationships with key external agencies, eg. RSPCA, Victoria Police, ORIC and refer matters to them, via the IOM, as required;
- Professionally engage with participants of the sport of greyhound racing to build confidence within the sport in the GRIU;
- Ensure high level of professionalism and integrity within the IU through compliance with GRV policies, IU Operating Procedures and the GRIU Integrity Levers
- Ensure a safe workplace is maintained through compliance with all OH&S legislation and policies.
- Supporting the intelligence function through the collection and recording of information pertaining to welfare and integrity concerns

SCOPE:

Greyhound Racing Victoria (GRV) is in the business of promoting, operating and regulating the sport of greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagers and on-course race goers.

GRV are 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 of the Greyhound and the Welfare of the industry's number one stakeholder, the greyhound are significant components of the strategic objectives of GRV.

FREEDOM TO ACT / DECISION MAKING

- Management of investigations and Investigative Stewards within the IU, in accordance with legislative requirements, GRV policies and IU Operating Procedures Manual
- Define specific objectives for the Investigative Stewards within the IU.
- Authority to approve time sheets/leave applications

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
-----------------	---------------------------	---------------------------

Reporting	<ul style="list-style-type: none"> • Contribution to Integrity Leadership Committees and other Management forums • Written/verbal reports or contributions to the Integrity Council or Board as required 	<ul style="list-style-type: none"> • High level communication skills • Accurate and reliable briefings
Investigations	<ul style="list-style-type: none"> • Ensure the conduct of sound and procedurally correct investigations into all matters referred to the IU. • Lead / Advise investigators • Distribute workloads to investigators 	<ul style="list-style-type: none"> • Investigation reports logged, effectively indicating action taken and recommendations.
Collating Evidence/Interviewing of Relevant Parties	<ul style="list-style-type: none"> • Ensure all relevant and admissible evidence is collected from all relevant parties and present effectively • Ensure all evidence obtained is in accordance with the rules of racing and relevant legislation. • Oversight of case management system entries and record keeping pertaining to investigations 	<ul style="list-style-type: none"> • Very professional transcripts and case briefs provided. • Well written and robust reports also presented • Quality assurance
Animal Welfare Inspections	<ul style="list-style-type: none"> • In conjunction with the GRV Welfare Inspectorate conduct or co-ordinate animal welfare inspections (throughout Victoria) • Work collaboratively with the GRV Welfare Inspectorate, ensuring referrals are communicated effectively and addressed efficiently. • Ensure, where appropriate, matters are referred to the RSPCA in a timely manner. 	<ul style="list-style-type: none"> • These inspections and subsequent reporting are dealt with in a timely manner, utilising other GRV staff and outside agencies as required.
Steward Inquiries, RADB/VCAT Hearings	<ul style="list-style-type: none"> • As required, present evidence at formal inquiries conducted by GRV Stewards, RADB and VCAT (and other agencies if required) • Ensure Investigative Stewards contribute to the prosecution phase of investigations, including attendance at and presentation of evidence, as required. 	<ul style="list-style-type: none"> • Evidence presented in a consistent, clear and thorough manner
Networking with other agencies	<ul style="list-style-type: none"> • Establish and maintain relationships with key stakeholders within external partner agencies, including RSPCA, Victoria Police and ORIC • Ensure, where appropriate, investigative matters are referred to the relevant external agency in a timely and professional manner. 	<ul style="list-style-type: none"> • Records are maintained to indicate communication and interaction taking place.
OHS	<ul style="list-style-type: none"> • Maintain a safe working environment in your area of 	<ul style="list-style-type: none"> • Role model safe work practices ensuring

	<p>responsibility.</p> <ul style="list-style-type: none"> • Ensure that OH&S principles and guidelines are adhered to. • Ensure that OH&S principles are mandated into all planned operations • 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. • 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 • Ensure all IU staff attend any OH&S training provided by GRV 	<p>adherence to OHS policy and procedures</p> <ul style="list-style-type: none"> • Report incident/accident/hazard in the workplace in a timely manner • Actively Support and Promote OHS
Duties	<ul style="list-style-type: none"> • Other duties as reasonably requested from time to time 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
GRV Participants	General Manager – GRIU (Integrity)
RADB/VCAT officials	Integrity Operations Manager
Personnel from other agencies – RSPCA, Vic Police etc	Intelligence Manager
Racing Integrity Commissioner and Staff	Welfare Inspectorate Manager
Witnesses	Chief Steward
Greyhound and other racing codes within Victoria and other jurisdictions.	GRV Stewards (full time and part time)
	Welfare Inspectors
	Integrity Administrative Staff

	GRV Integrity Council
	GRV Betting Analysts

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
Certificate IV in Government Investigations or evidence of training that is at least equivalent	
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Vast and demonstrable investigative experience	Contemporary knowledge of animal welfare matters
Experience at preparing and presenting evidence in an inquiry/court setting	Knowledge of the racing industry, particularly greyhound racing
Thorough knowledge of legalities associated with investigations	Knowledge of animal swabbing and prohibitive substance detection
Effective interviewing skills	Knowledge of the applicable rules, policies and procedures related to greyhound racing
ATTRIBUTES	
ESSENTIAL	DESIRABLE
Responsiveness	Flexibility
Integrity	Capacity to travel throughout State at varied hours
Transparent	Well developed conflict resolution skills
Safety	Time management and organisation
Collaborative	Highly developed report writing skills
Progressive	Highly developed communication skills
Human Rights	Sound judgement/decision making

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions of employment are per the current GRV 'Stewards and Associated Employees 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: _____