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GREYHOUND RACING VICTORIA

Position Title: Investigator (Investigative Steward)	**Department: Greyhound Racing Integrity Unit (GRIU)**
☑ **New Position** ☑ **Change to Existing position**	**Date: 13 September 2018**
Reports To (Position): GRIU Investigations Manager	
Position that report to this position: Nil	
Name of Present incumbent (if applicable)	

PRIMARY POURPOSE OF ROLE:

The incumbent in this position will work directly with fellow GRV Investigative Stewards, under the supervision of the GRIU Investigations Manager in conducting Inquiries / Investigations.

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

- Conduct of Inquiries, as defined within the Greyhound Australasia Rules (GAR), which may include –
  - Attendance at scenes, eg. Registered participant properties,
  - Search and seizures of evidence at scenes,
  - Identification of witnesses and preparation of witness statements,
  - Interviewing of GRV registered participants,
  - Preparation of Briefs of Evidence.
- Conduct of other investigations, as required
- Work collaboratively with key personnel within the GRIU, including GRV Stewards, Welfare Inspectors, Veterinary Services and Prosecutors;
- Conduct animal welfare visits as required (with appropriate staff/resources)
- Liaise with other key external partner agencies, including RSPCA, Victoria Police
- Professionally present evidence to hearings and appeals conducted by GRV Stewards, the Racing Appeals and Disciplinary Board (RADB) and Victorian Administrative Appeals Tribunal (VCAT);
- Attend at events relating to greyhound racing, including race meetings.

SCOPE:

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around $400 million in economic activity and over $2 billion in wagering and directly involves over 15,000 people.

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 help GRV to professionally regulate, conduct and promote greyhound racing and welfare in Victoria with integrity and care, and to ensure an engaging, ethical and sustainable sport.

Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart

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. The Investigative Steward plays an active role in both these areas.

The Investigative Steward will play a pivotal role in achieving a number of objectives emanating from its 5 year strategic plan.

FREEDOM TO ACT/DECISION MAKING:

Under the direction of the GRIU Integrity Operations Manager the successful incumbent will work within the GRIU Investigations Unit and report to the GRIU Investigations Manager.

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?
Investigations	• Conducting sound and procedurally correct investigations into all matters referred to GRV. ▪ Pro-active targeting of investigations	▪ Investigation reports logged, effectively indicating action taken and recommendations.
Collating Evidence/Interviewing of Relevant Parties	▪ Gather evidence from all relevant parties and present effective briefs and evidence	• Comprehensive Witness statements compiled • Thorough and robust interviews conducted with registered participants, based on approved Interview Plans • Professionally presented Briefs of Evidence prepared, demonstrating all relevant avenues of investigations have been pursued and all admissible evidence obtained. ▪ Well written and robust reports also presented.
Steward Inquiries, RADB/VCAT Hearings	• Presenting evidence at formal inquiries conducted by GRV Stewards, RADB and VCAT and other jurisdictions, as required.	• Evidence presented in a professional, consistent, clear and concise manner.
Networking with other agencies	• Communication lines with other agencies such as RSPCA, Vic Pol etc clearly established and maintained.	• Records are maintained to indicate communication and interaction taking place.

GRV Tracks	• Attendance at GRV race meetings, to provide a visible presence and demonstrate support for the GRV Stewards.	• Number of race meetings attended
OHS	• Maintain a safe working environment in your area of responsibility. • 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. • 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.	• Role model safe work practices ensuring adherence to OHS policy and procedures • Report incident/accident/hazard in the workplace in a timely manner • Actively Support and Promote OHS
DUTIES	• Other duties as reasonably requested from time to time	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
GRV Participants	Steward in Charge - Integrity Assurance
RADB/VCAT officials	Chief Steward
Personnel from other agencies – RSPCA, Vic Pol etc	Senior Integrity Manager
Racing Integrity Commissioner and Staff	General Manager – Integrity, Racing & Welfare

Witnesses	Investigations Manager
	Other GRV Full Time/Part Time/Casual Stewards
	Integrity Administrative Staff
	GRV Integrity Council
	GRV Betting Analysts

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION *necessary to meed position objectives*	
ESSENTIAL	DESIRABLE
	Other qualifications (eg Vet Science) highly regarded
	Tertiary education related to investigations
SKILLS/KNOWLEDGE necessary to meet position objectives	
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
Highly developed communication skills	
Highly developed report writing skills	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
Responsiveness	Flexibility

Integrity	Capacity to travel throughout State at varied hours
Impartiality	Well developed conflict resolution skills
Accountability	Time management and organisation
Respect	Sound judgement/decision making
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS
▪ 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 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: _____