



Position Title: Raceday Operations Co-ordinator

Department: Racing Operations

☒ **New Position**

☐ **Change to Existing Position**

Date: 19 May 2016

Reports to (position):

Manager Racing Operations

Positions that report to this position:

Scott Robins

Name of present incumbent (if applicable):

n/a

PRIMARY PURPOSE OF ROLE:

The Raceday Operations Co-ordinator's role is to support the Racing Operations team with the management of the GRV Raceday roles including but not limited to: Judges & Lure Drivers

The Raceday Operations Co-ordinator will oversee the following areas :

- Operational issues (checking results and managing discrepancies).
- HR issues relating to the raceday operational roles.
- Managing Photofinishing Equipment and other racing operational equipment.
- Managing the training of racing operational roles.
- Managing the rostering of racing operational roles where required, and managing related rostering issues.

SCOPE:

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

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 Raceday Operations Co-ordinator supports the racing operation team by giving support around the GRV raceday operational roles. This co-ordination role has an operational, HR , training and rostering function. The Raceday Operations Co-ordinator is the first point of contact for racing operational staff. The role requires interfacing with a wide range of stakeholders and managing challenges related the racing operational roles.

FREEDOM TO ACT / DECISION MAKING:
<p>Roster management</p> <p>Authority to approve timesheets</p> <p>Authority to approve up to \$1000 in expenditure without written approval</p>

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
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Area of Focus	What activities are you responsible for?	How will you know this has been achieved?
Operations	<ul style="list-style-type: none"> Supporting the racing operational team to ensure that the GRV raceday staff have the necessary tools and support to complete their role effectively. Managing any discrepancies with racing finishes/outcomes. Developing any written procedures required for the day to day operation of the raceday operations area. 	<ul style="list-style-type: none"> Effective running of the raceday operations regarding providing support to the racing operational staff. Any queries about the outcome of a race are managed effectively and in a timely manner.
Human Resources	<ul style="list-style-type: none"> Providing HR support and related support to the racing operational staff Any OH&S documentation related to any other the racing operational roles is kept up to date and is recorded. (e.g. regular eye tests) Any GRV policies are up to date and are recorded for GRV racing operational staff. Provide updates on any policy related issues. 	<ul style="list-style-type: none"> HR issues are supported and queries are answered effectively and timeously. OH&S documentation is kept up to date and is recorded. COI and Gambling and other related policies are completed by all the GRV staff and records are maintained.
Rostering	<ul style="list-style-type: none"> Ensuring that the GRV Judges and other racing operational staff are rostered effectively and within reasonable timeframes to ensure that there is effective cover at all the race meetings. 	<ul style="list-style-type: none"> The Roster is managed effectively covering all the race meetings. Staff are allocated rosters in reasonable lead times and any other rostering issues are managed effectively.
Racing Operational Equipment	<ul style="list-style-type: none"> Management of photofinishing equipment and racing operations equipment. This includes ordering equipment, arranging repairs, maintenance and site delivery where required. 	<ul style="list-style-type: none"> Equipment is on hand when required and is functional and supports racing operations.

Training	<ul style="list-style-type: none"> • Providing training and support to the racing operational staff where required. • Arranging , co-ordinating and booking training attendance. • Liaising with trainers about training sessions. 	<ul style="list-style-type: none"> • Judges and other racing operational staff are effectively trained to perform their roles effectively. • Their training is kept up to date and the documentation is recorded effectively.

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Club Managers	Manager Racing Operations
	GM Racing, Wagering Partnerships and Business Development
Other Club Staff	Racing Operations team
	Stewards Department
	GM Integrity
	Payroll
	HR
	Procurement

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Some experience in an admin focused role with stakeholder engagement	Relevant racing industry knowledge with an understanding of raceday operations.
Some exposure to Rostering management	
Strong Organisational Skills	
Strong stakeholder engagement skills	
Ability to problem solve	
Strong attention to detail	

Ability to manage changing priorities in a busy dynamic environment	
Conflict resolution experience	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
Responsiveness	
Integrity	
Impartiality	
Accountability	
Respect	
Leadership	
Human Rights	
Ability to Multi-task	
Self Motivated	
Lateral thinker	
EMPLOYMENT CONDITIONS	
<ul style="list-style-type: none"> • Terms and conditions of employment are per the current GRV 'Employee 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: _____