



Raceday Operations Co-ordinator

- **West Melbourne**
- **Permanent Position**
- **Operational, Rostering and Training**
- **Drivers Licence required**

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 racegoers. 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 and are seeking a passionate and professional person to fill the role of Raceday Operations Coordinator

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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 Race Day Operations Co-ordinator supports the racing operation team by giving support around the GRV race day operational roles. This co-ordination role has an operational, HR, training and rostering function. The Race day 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.

The Position:

- Co- ordination of the rostering of racing operational roles where required and related rostering issues
- Oversee and address any people management issues affecting the operations of race day meetings
- Ensure all racing operational equipment is operational for the race day meeting
- Co ordinate appropriate training for racing operational roles
- Check race day results and manage discrepancies

To be considered for this position you will demonstrate:

- Experience in an administrative position that has a focus on stakeholder management
- Scheduling and rostering experience
- Proven organisational skills
- Well developed problem solving skills, attention to detail
- Strong stakeholder engagement skills
- Conflict resolution experience
- Ability to manage changing priorities in a busy dynamic environment

To apply for this position please send your cover letter addressing the above selection criteria together with a copy of your resume to careers@grv.org.au by Close of Business on Friday 5th August 2016.

For further information please contact Scott Robins on telephone number (03) 8329 1123 or for a copy of the position description, please visit our web site – www.grv.or.au

GRV is an EEO employer

All offers of Employment will be subject to a satisfactory police check

All employees must have the right to work in Australia