



POSITION DESCRIPTION

Position Title: Racing Coordinator

Department: Integrity, Racing and Welfare

New Position
 Change to Existing Position

Date: 2 October 2014

Reports to (position):

Racing Manager

Positions that report to this position:

Nil

Name of present incumbent (if applicable):

Tamara Hansen

PRIMARY PURPOSE OF ROLE: *This should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to, or be required at GRV*

The Racing Coordinator position is responsible for providing a high level of administrative support in areas such as, but not limited to, data entry activities, the racing calendar, Fasttrack, nominations, judges accreditation, racing results and ready 2 race.

The successful incumbent will demonstrate a high level of attention to detail with a strong understanding of confidentiality, together with a high level of experience in Microsoft Office.

SCOPE: *The scope of work provides information about the larger picture of the position – how it relates to other positions in GRV and to the broader community outside of GRV.*

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 successful incumbent will report directly to the Racing Manager providing administration support. They will also provide administrative assistance to other departments within GRV from time to time. With such variety the role offers an exciting opportunity to develop a broad range of business and racing related skills, knowledge and experience which will be a great building block for a career in the Industry.

FREEDOM TO ACT / DECISION MAKING: *This should outline the extent of the positions scope to act without need for further approval*

Nil

KEY RESULT AREA	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>
Racing	<ul style="list-style-type: none"> • Undertake administrative and data entry activities to assist the construction, development and on-going changes within the racing calendar. • Provide a high level of administrative support to the FASTTRACK system including ongoing support. • Assist with the finalisation of Race Results as required. • Assist Clubs with preparation of racing calendar and special events. • Assist with the taking of nominations and scratching within the Member Services department from time to time. • Coordinate the accreditation of all Judges at all GRV Clubs. 	<ul style="list-style-type: none"> • Racing calendar • Judging accreditation and support
Administration	<ul style="list-style-type: none"> • Perform a variety of administration and coordination functions to support the Racing Department. • Develop the key skills involved in coordinating meetings, taking minutes, issuing action items and presenting ideas – GOBIS, BAC, Departmental meetings. • Assist with the management and coordination of the Ready 2 Race Auction Series by completing all pre and post event documentation, taking of nominations and managing the event on the event date. • Coordinate the ordering and dispatching of all Racing required apparel, e.g. Stretch vests, admission tickets, staff uniform, participant uniform, etc 	<ul style="list-style-type: none"> • Ordering and dispatching of vests and racing apparel in timely manner • Ensure smooth coordination of the Ready 2 Race event and all administrative components
Other	<ul style="list-style-type: none"> • Provide general assistance to clubs during peak times in regard to Cups or Carnivals, Grand Openings, etc • Assist with special projects as reasonably requested from time to time. 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Greyhound trainers and Industry Participants	General Manager Integrity, Racing and Welfare
Stakeholders – Sky Channel, Tabcorp, other racing codes	Racing Manager
	Racing Department Staff
	Club Managers and Club Staff
	Various GRV Departmental staff

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
	Tertiary qualification in business administration
	Understanding of Greyhound Racing Industry
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
High level of data entry skills and experience in Microsoft Office – Word, Excel, Powerpoint, etc	Current Victorian Drivers Licence
High level of attention to detail	Experience in the Racing Industry
Ability to appropriately deal with sensitive or confidential industry information	
Demonstrated ability to take responsibility for required outcomes	
Ability to work autonomously as well as part of a team	
High level of communications skills both verbal and written	
ATTRIBUTES <i>required to ensure satisfactory performance and cultural fit</i>	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self Motivated
Impartiality	Lateral thinker

Accountability	
Respect	
Leadership	
Human Rights	

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 OHS statutory obligations. • GRV is an EEO employer.