



<b>Position Title:</b>	<b>Registrations Coordinator</b>
<b>Department:</b>	<b>General Counsel</b>
<input checked="" type="checkbox"/> <b>New Position</b>	<b>Date:</b>
<b>Change to Existing position</b>	
<b>Reports To (Position):</b>	Manager Member Services
<b>Position that report to this position:</b>	N/A
<b>Name of Present incumbent (if applicable)</b>	N/A

**PRIMARY PURPOSE OF ROLE:**

Key to the reform of the Greyhound Racing industry is the development of robust registration systems to drive strong regulatory outcomes. This is currently one of GRV's highest priorities. The Registrations Coordinator is primarily responsible for the day to day operational delivery of all registration functions relating to Greyhound Racing in Victoria. The role will be responsible for coordinating and collating registration application related inputs and for making recommendations for approval by the Manager Member Services. It will work closely with the organisation's Integrity and Animal Welfare Departments to deliver robust and defensible recommendations in registration related matters for consideration by the Manager Member Services.

**SCOPE:**

The Registrations Coordinator is responsible for collating relevant information to facilitate the consideration of applications for registration and provides recommendations to the Manager Member Services. The role is responsible for coordinating, collating and reviewing information and for preparing registration related submissions. In doing this, the role works very closely with key organisational stakeholders. It is responsible for the administration of registration applications, ensuring procedural fairness and for preparing recommendations that are robust and defensible. The Registrations Coordinator will contribute to the implementation of registration related reforms and will develop and maintain strong internal and external networks that drive strong registration and regulatory outcomes. It will contribute to the development of, and follow, Board approved operational policies and procedures that drive transparent decision making and will demonstrate a commitment to continuous improvement by working closely with other parts of the organisation to deliver a whole of organisation approach to the regulation of the Greyhound Racing industry.

**FREEDOM TO ACT/DECISION MAKING:**

- *Managing of employees within the company policy and legislative requirements*
- *Define specific objectives for the member of the team within company objectives*
- *Department budget expenditure up to 20K*
- *Authority to approve timesheets.*

The role will be responsible for ensuring appropriate discharge of registration related functions outlined in the relevant legislation, rules, policies and procedures.

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>
<b>Delivery of day to day GRV registration related functions including application management, referral, and preparation of submissions for consideration of the Manager Member Services to drive the successful delivery of GRV's registration related objectives</b>	<ul style="list-style-type: none"> <li>▪ Receipt and management of registration applications</li> <li>▪ Escalation of registration related matters to relevant departments as required</li> <li>▪ Collation of information relevant to individual registration applications</li> <li>▪ Preparation of recommendations relating to registration applications for review of Manager Member Services</li> <li>▪ Customer service related functions</li> <li>▪ Provision of guidance to decision makers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only appropriate participants, properties, activities and greyhounds are registered</li> <li>▪ Decisions withstand scrutiny</li> <li>▪ Feedback from Manager and GRV Board</li> <li>▪ Processes are well documented</li> <li>▪ Decisions are well evidenced</li> </ul>
<b>Implementation of reform related activities that drive enhancements in registration related regulatory outcomes</b>	<ul style="list-style-type: none"> <li>▪ Timely implementation of reform related initiatives</li> <li>▪ Support in development of supporting tools (including operational policies, guidelines and decision making tools)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reforms implemented effectively and on time</li> <li>▪ Strong staff and stakeholder understanding of reforms</li> <li>▪ Audits show that new policies, procedures and tools are being utilised</li> <li>▪ Improved registrations related regulatory outcomes</li> </ul>

<p><b>The development of strong networks across the organisation to deliver a whole of organisation approach to registration</b></p>	<ul style="list-style-type: none"> <li>▪ Developing strong internal networks the drive strong decision making, especially in escalated matters</li> <li>▪ Contributing to interdivisional working groups as required to drive an integrated registration framework</li> <li>▪ Processes and procedures developed to ensure input into registrations is sources from relevant GRV departments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrated relationships with key internal stakeholders</li> <li>▪ Structured information sharing and contribution to whole of organisation regulatory activities</li> <li>▪ Registration applications and subsequent recommendations are informed by input from relevant GRV departments</li> </ul>
<p><b>Identification and management of risks and the development of strategies to address risks</b></p>	<ul style="list-style-type: none"> <li>▪ Identification and management of registration related risks</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risks adequately managed</li> <li>▪ Risk based assessment framework developed and implemented</li> </ul>
<p><b>Identification of process improvement initiatives that aid effective delivery of registration functions</b></p>	<ul style="list-style-type: none"> <li>▪ Continuous improvement focus</li> <li>▪ Identification of system enhancement to drive stronger registration related outcomes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Processes and procedures evolve and adverse outcomes are utilised to drive continuous improvements</li> <li>▪ System enhancements drive improved registration related outcomes</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>▪ Other duties as reasonably requested from time to time</li> </ul>	
<p><b>OHS</b></p>	<ul style="list-style-type: none"> <li>▪ Maintain a safe working environment in your area of responsibility.</li> <li>▪ Ensure that OH&amp;S principles and guidelines are adhered to.</li> <li>▪ Report any breach in OH&amp;S. Document any hazard and make suggestions / recommendations for improvements.</li> <li>▪ Report accidents and injuries and near misses as per GRV Policy and Guidelines.</li> <li>▪ Provide and maintain so far as is practicable a working environment that is safe and without risk to health.</li> <li>▪ 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Role model safe work practices ensuring adherence to OHS policy and procedures</li> <li>▪ Report incident/accident/hazard in the workplace in a timely manner</li> <li>▪ Actively Support and Promote OHS</li> </ul>

	<ul style="list-style-type: none"> <li>Understand responsibilities and accountabilities to yourself and others in accordance with OH&amp;S legislation and GRV policies and promote a working environment that is congruent with these guidelines.</li> </ul>	
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KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Participants	Relevant GRV staff in Animal Welfare and Integrity
Interstate and International like registration bodies	GRV Board
Peak bodies	
Government (policy)	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
	An undergraduate degree in a relevant discipline such as Law or Public Administration
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Experience in registration or licensing related roles gained in a local, state or federal government context	A strong understanding of the concepts of administrative law as it relates to licensing and registration, especially in achieving procedural fairness
Extensive experience in preparing registration or licensing related submissions for the approval of a Manager, Board or other decision maker	
The ability to quickly gain an understanding of the legislation, regulations and rules relevant to the greyhound industry	
Experience in managing relationships with internal stakeholders and industry	

ATTRIBUTES required to ensure satisfactory performance and cultural fit	
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"> <li>▪ Terms and Conditions of employment are per the current GRV 'Employee Enterprise Agreement'</li> <li>▪ 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.</li> <li>▪ All employment at GRV is subject to a satisfactory police check prior to commencement</li> <li>▪ All employees at GRV are required to have the right to work in Australia.</li> <li>▪ All employees are required to comply with WHS statutory obligations</li> <li>▪ GRV is an EEO employer.</li> </ul>

NAME: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

SIGNATURE: \_\_\_\_\_