



**POSITION DESCRIPTION**

|  |                              |
|--|------------------------------|
| <b>Position Title: Stewards Administration Officer</b>   | <b>Department: Integrity</b> |
| <input type="checkbox"/> <b>New Position</b><br><input checked="" type="checkbox"/> <b>Change to Existing Position</b> | <b>Date: 9 June 2017</b>     |
| <b>Reports to (position):</b>  | <i>Chief Steward</i>         |
| <b>Positions that report to this position:</b>   | <i>n/a</i>                   |
| <b>Name of present incumbent (if applicable):</b>  |                              |

**PRIMARY PURPOSE OF ROLE:**

The integrity of the Greyhound Racing product is a vital component of the strategic objectives of GRV.

The Stewards Administration Officer plays a significant role in assisting the Chief Steward and the Stewards to meet integrity objectives. Specifically, this position is responsible for the day-to-day administrative requirements of the Integrity Department including: attending to general enquiries from industry participants and members of the public, ordering of drug sampling supplies and swab results, documentation and review of race day procedures, and updating of rules and integrity notices.

The Stewards Administration Officer will also have significant input into inquiry and appeal proceedings, including those held by Stewards, the Racing Appeals and Disciplinary Board and VCAT. This includes preparation of briefs, transcripts and investigative reports, management of administrative requirements, and detailing and attending to actions emanating from proceedings.

**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.

Greyhound Racing Victoria (GRV) is legislated under the Racing Act (1958 *as amended*) to manage and market the sport of Greyhound Racing in Victoria. Representing approximately 10,000 industry participants, GRV aims to administer the sport to maximize returns to its members and ensure long term viability.

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.

**FREEDOM TO ACT / DECISION MAKING:**

NIL

| <b>KEY RESULT AREA</b>           | <b>ACCOUNTABILITY / ACTIVITY</b>  | <b>KEY PERFORMANCE INDICATOR</b>   |
|----------------------------------|---|--|
| <i>Area of Focus</i>             | <i>What activities are you responsible for?</i>   | <i>How will you know this has been achieved?</i>   |
| <b>Stewards Responsibilities</b> | <ul style="list-style-type: none"> <li>Respond to enquiries received by the Integrity Department/Stewards</li> <li>Manage swab results</li> <li>Manage inventory of drug sampling supplies and coordinate issue to Stewards</li> <li>Document and review race day procedures</li> <li>Review internal electronic systems and improve where necessary</li> <li>Collate penalty schedules</li> <li>Develop and attend to cohesive filing and archival systems</li> <li>Prepare correspondence and reports</li> <li>Prepare conference material as required</li> </ul>   | <ul style="list-style-type: none"> <li><i>Timely &amp; accurate response to telephone and email enquiries</i></li> <li><i>Timely accurate reporting</i></li> <li><i>Accurate documentation</i></li> <li><i>Files up to date</i></li> <li><i>Compliance documentation received</i></li> <li><i>Programs in place</i></li> </ul> |
| <b>Inquiries and Appeals</b>     | <ul style="list-style-type: none"> <li>Preparation of Inquiry/Appeals briefs</li> <li>Assist with coordination of internally held inquiries and appeals</li> <li>Liaise with RADB and VCAT personnel</li> <li>Prepare investigation reports</li> <li>Document investigation and appeal outcomes</li> <li>Document and disseminate press releases</li> <li>Attend to administrative tasks associated with inquiries and appeals</li> <li>Coordinate appeals held by RADB and VCAT when required</li> <li>Conduct investigations as required</li> </ul>   | <ul style="list-style-type: none"> <li><i>Accurate documentation</i></li> <li><i>Files up to date</i></li> <li><i>Compliance documentation received</i></li> <li><i>Timely accurate reporting</i></li> <li><i>Programs in place</i></li> </ul>   |
| <b>Integrity Administration</b>  | <ul style="list-style-type: none"> <li>Assist with Integrity Sub Committee matters as required</li> <li>Assist with RIC audits and investigations</li> </ul>  | <ul style="list-style-type: none"> <li><i>Accurate documentation</i></li> <li><i>Programs in place</i></li> </ul>  |
| <b>Other Duties</b>              | <ul style="list-style-type: none"> <li>Other duties as reasonably requested from time to time</li> </ul>  |  |
| <b>OHS</b>                       | <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> <li>Understand responsibilities and accountabilities to yourself and others in accordance with OH&amp;S legislation and GRV</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>  |

|  |   |  |
|--|---|--|
|  | policies and promote a working environment that is congruent with these guidelines. |  |
|--|---|--|

| KEY BUSINESS CONTACTS                         |                             |
|---|-----------------------------|
| EXTERNAL                                      | INTERNAL                    |
| RASL  | General Manager Integrity   |
| Industry Participants                         | Chief Steward               |
| Interstate Authorities                        | Stewards Panel              |
| VCAT Staff                                    | Integrity Legal Team        |
| Racing Appeals and Disciplinary Board Members | Member Services & GRV staff |
| Office of the Racing Integrity Commissioner   | Investigators,              |
|   | GRV Data Entry Operators    |
|   |                             |

| PERSON SPECIFICATION   |  |
|--|--|
| EDUCATION/QUALIFICATIONS   |  |
| ESSENTIAL  | DESIRABLE  |
|  | Certificate IV Racing Administration (Stewards)                        |
| SKILLS/KNOWLEDGE   |  |
| ESSENTIAL  | DESIRABLE  |
| High degree of integrity and discretion  | Capacity and desire to undertake further self development and training |
| Understanding of maintaining confidentiality with sensitive information                            |  |
| Well-developed communication & report writing skills   |  |
| Ability to manage multiple tasks and organise work priorities in a fast-moving environment         |  |
| Proven experience in office administration and organisation  |  |
| Strong and problem-solving skills  |  |
| Data entry skills that include speed and accuracy and good working knowledge of Microsoft products |  |
| Teamwork - collaboration   |  |
|  |  |
|  |  |
| ATTRIBUTES   |  |
| ESSENTIAL  | DESIRABLE  |
| Responsiveness   | Ability to Multi-task  |
| Integrity  | Self Motivated   |

|                |                 |
|----------------|-----------------|
| Impartiality   | Lateral thinker |
| Accountability |                 |
| Respect        |                 |
| Leadership     |                 |
| Human Rights   |                 |

| <b>EMPLOYMENT CONDITIONS</b>   |
|--|
| <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: