

## POSITION DESCRIPTION

**Position Title: Steward**

**Department: Integrity**

☐ **Change to Existing Position**

**Date: 24.03.2017**

**Reports to (position): Directly - Senior Steward**

**Grade:**

**Positions that report to this position:**

**Nil**

**Name of present incumbent (if applicable):**

**Various**

### PRIMARY PURPOSE OF THE POSITION:

The principal purpose of this role is to oversee the proper administration of race meetings. This includes: ensuring all kennelling procedures are adhered to, directing the taking of samples for prohibited substance detection, supervising the conduct of race day officials and staff, undertaking inquiries where required and in general ensuring the smooth and fair running of a meeting in accordance with the rules.

### SCOPE:

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

The integrity of the greyhound racing product is a vital component of the strategic objectives of GRV. GRV Casual Stewards play a key role in upholding the integrity of the industry, by ensuring the transparent and fair conduct of racing in Victoria in accordance with the rules of greyhound racing

At all times a Steward will act in a transparent and honest manner and will attempt to uphold the integrity of the industry to the best of their ability.

### FREEDOM TO ACT / DECISION MAKING

Decision Making for Administration of Race Meetings – Pursuant to the Rules of Greyhound Racing and in line with GRV policies and procedures.

Key Result Area	Accountability/Activity	Key Performance Indicators
On-Course Duties	<ul style="list-style-type: none"> <li>• Ensure that the race meeting is being conducted in accordance with the rules of greyhound racing.</li> <li>• Manage and coordinate race day stewards and associated staff</li> <li>• Select Greyhounds to be sampled in line with GRV swab sampling strategy.</li> <li>• Oversee Kennelling procedures</li> <li>• Ensure Kennel Security procedures are being adhered to</li> <li>• Process late scratching as required</li> <li>• Ensure race track equipment and surface are operating and safe</li> <li>• Direct Veterinary examinations where required</li> <li>• Complete all race day paperwork as required</li> <li>• Conduct inquiries relating to race day incidents and other matters as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Rules of Greyhound racing.</li> <li>• Supervisions of race day staff</li> <li>• Efficiency of meetings</li> <li>• Kennelling procedure Documents</li> <li>• Rules of Greyhound racing</li> <li>• All deadlines met for race day paperwork.</li> </ul>
Off-Course Duties	<ul style="list-style-type: none"> <li>• Ensure safe delivery of samples taken for prohibited substance testing</li> <li>• Conduct and provide evidence at inquiries as required.</li> <li>• Attend and provide evidence at appeals held at either GRV or VCAT</li> <li>• Conduct Kennel Inspections as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Stewards Roster</li> <li>• Inquiry Notes</li> </ul>
Duties	<ul style="list-style-type: none"> <li>• Other duties as reasonably requested from time to time</li> </ul>	
OHS	<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
Race Club Managers	Integrity Manager
	Senior Steward
Non GRV Race Day Staff	Chief Steward
	Stewards' Panel
	Integrity Officer (Administration)
PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
	Certificate IV Racing Steward
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Highly developed communications skills	Knowledge of OHS
Strong conflict resolution skills	
An ability to work as part of a team and show leadership where required	
Well developed time and self-management Skills	
Organisational skills	
Good data entry/keyboard skills	
Sound literacy and numeracy skills	
ATTRIBUTES	
ESSENTIAL	DESIRABLE
Current Victorian Drivers Licence	
Team Player	
Reliable	
Respect	
Integrity	

#### EMPLOYMENT CONDITIONS

- Terms and conditions of employment are per the current 'Full Time Stewards 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.
- All employees at GRV are required to have the right to work in Australia.
- GRV is an EEO employer.
- Drivers Licence Required

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

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