



**Position Title: Welfare Inspector**

**Department: Animal Welfare**

**New Position**

**Change to Existing Position**

**Date:** 23 April 2014

**Reports to (position):**

*Compliance Manager, Animal Welfare*

**Positions that report to this position:**

*Nil*

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

**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 integrity of the Greyhound Racing product and the welfare of the industry's number one stakeholder, the greyhound, are significant components of the strategic objectives of GRV. The Welfare Inspector plays an active role in both these areas.

An off-course role, the greyhound Welfare Inspector will be responsible for ensuring our industry participants are compliant with the rules of racing the various codes of practice that apply across the industry, as well as providing education and information in regards to best practice.

This position will work closely with both the Supervisor Greyhound Authorised officers, GM Animal Welfare, the stewards department and the investigations unit and will conduct kennel and property inspections across the state ensuring that industry participants involved in all stages of the Greyhound's lifecycle are aware of their responsibilities and meet both GRV and other Legislative requirements

**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.

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.

As Grv expands registration to properties and participants involved in whelping and rearing of young greyhounds, there is also an expectation that the position holder will lead the way in developing policy and educating industry participants in the provision of a humane life cycle for all GRV registered greyhounds.

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

- *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*

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>
<b>Property and inspections</b>	<ul style="list-style-type: none"> <li>Co-ordinate closely with the GRV's Steward's department and investigations Unit to ensure timely inspections (both random and targeted) of properties involved in all facets of the greyhound's lifecycle.</li> <li>Responsible for ongoing assistance, follow up and facilitation of improvements at properties where standards are not met and provide ongoing monitoring, at all times promoting best practice across the industry.</li> <li>Respond to reports received in relation to possible animal welfare issues or concerns.</li> </ul>	<ul style="list-style-type: none"> <li>Inspections completed as required.</li> <li>Documentation of all visits recorded and detailed work plans developed for participants that require follow up or where standards are not met.</li> </ul>
<b>Strategic Development</b>	<ul style="list-style-type: none"> <li>Develop formal intervention strategies for poorly performing properties.</li> </ul>	<ul style="list-style-type: none"> <li>Intervention strategies developed</li> </ul>
<b>Stakeholder Development</b>	<ul style="list-style-type: none"> <li>Liaise with local council authorities and/or the RSPCA as required</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from council/RSPCA</li> </ul>
<b>Policy and Guidelines and Reporting</b>	<ul style="list-style-type: none"> <li>Develop policy and educational objectives relating to animal welfare across the various industry property types</li> <li>Report on participants who are non-complaint and work with the Animal welfare Manager and GRV stewards department to work towards resolving the issues.</li> </ul>	<ul style="list-style-type: none"> <li>Policy developed against regulations and timeframes.</li> </ul>
<b>Inquiries and Appeals</b>	<ul style="list-style-type: none"> <li>Assist the stewards' department and investigation unit in relation to inquires, appeals and RADB hearings where relevant.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>Provide education and support for participants involved in the care and training of greyhounds to ensure codes of practice standards are</li> </ul>	<ul style="list-style-type: none"> <li>Education Sessions conducted as required.</li> </ul>

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Industry Participants	Supervisor Greyhound Welfare Authorised officers
Interstate Controlling Bodies	GM Animal Welfare

Local Council Authorities	Chief Steward
RSPCA	Greyhound Welfare MSO
Veterinarians	Industry Advisory and support officer
Industry Representatives Groups	Racing and operations officer
General Public/ Complaints	Deputy chief steward
	Full time and Part time stewards
	Stewards administration officer
	Member services manager
	Member Services Staff
	Greyhound Welfare special projects Manager
	Greyhound Adoption Program staff
	Greyhound Welfare Authorised officer

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
	Nationally accredited certificate level courses or relevant units in the fields of regulatory compliance, animal care and welfare, conflict management and/or Local Government/Public Service Investigation or enforcement will be highly regarded.
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Victoria's Driver's Licence required	A thorough understanding of the rules of greyhound racing, codes of practice and the various pieces of legislation relating to domestic animals in the state of Victoria
High Integrity	
Compliance or Regulatory experience	
Highly Developed communications Skills	
Strong time, self management and organization skills	
Problem solving skills	
Continuous improvement skills	
Well developed computer skills	
Strong conflict resolution skills	
Excellent attention to detail	

ATTRIBUTES	
ESSENTIAL	DESIRABLE
Responsiveness	
Integrity	
Impartiality	
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: \_\_\_\_\_