



POSITION DESCRIPTION

Position Title: Form Analyst - Casual

Department: Marketing & Communications

☐ **New Position**

☒ **Change to Existing Position**

Date: 8 April 2015

Reports to (position):

Senior Form Analyst

Positions that report to this position:

N/A

Name of present incumbent (if applicable):

N/A

PRIMARY PURPOSE OF ROLE:

The principle role of the Form Analyst is to perform pre and post race analysis on greyhound meetings throughout Australia and through a combination of automated scripts and manual analysis, provide form and specialized form to associated customer and stakeholder groups in accordance with required schedules.

'The Watchdog' team is an integral part of the GRV Marketing and Communications department with the responsibility of helping to drive wagering growth by providing accessible and easily digestible race analysis. Administrative tasks such as data production and distribution and some social media content production are also part of the role.

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.

GRV's principle strategic objectives are to increase wagering revenue and improve the profile and image of the sport. With these objectives in mind, the "Watchdog" form service has been developed to provide wagering consumers with a professional and easy to understand greyhound form guide.

FREEDOM TO ACT / DECISION MAKING:

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>
Form Analysis	<ul style="list-style-type: none"> Conduct post race analysis on national greyhound races including, 	<ul style="list-style-type: none"> Timely and accurate analysis of race meetings as scheduled

	<p>video editing and storage, split positioning, box speeds and race positioning</p> <ul style="list-style-type: none"> • Conduct pre-race analysis on all Victorian greyhound meetings including, race commentary, suggested bets, prices, ratings and selections • Conduct pre-race analysis on all national TAB greyhound meetings (exc Vic) including selections and prices • Transpose race analysis into easily interpreted information and comments, specifically targeted toward attracting new customers • Provide extended race commentary for selected group and special events • Seek opportunities and innovations to improve the overall service and quality of the 'Watchdog' brand 	<ul style="list-style-type: none"> • Feedback from stakeholders on pricing and commentary of each race assigned • Selection strike rate • Strike rate of suggested bets • Feedback from staff on ability to collaborate and work effectively in a team
Administration	<ul style="list-style-type: none"> • Assist with the processing of Interstate racing data into the GRV computer system in accordance with defined schedules • Assist with the formatting and distribution of national form information to authorized recipients • Assist with the daily production of preformatted from-guides • Validate layouts and data content within key stakeholder publications • Ensure the integrity and distribution of form analysis is controlled by GRV's contracted arrangements • Fulfill other tasks as directed by the Technology and eBusiness Manager 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Various Media outlets	IT Manager
Greyhound Racing Club Managers and Committees	Marketing and Communications Manager
Associated greyhound industry bodies and associations	Racing and Operations Manager

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PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Excellent organizational skills including a demonstrated ability to manage and prioritize tasks 	<ul style="list-style-type: none"> Greyhound Racing industry experience and/or knowledge will be well considered
<ul style="list-style-type: none"> Excellent analytical skills 	<ul style="list-style-type: none"> Wagering industry experience and/or knowledge will be well considered
<ul style="list-style-type: none"> An ability to interpret and convey race form into information and comments 	
<ul style="list-style-type: none"> Well developed written and language skills 	
<ul style="list-style-type: none"> An ability to work in a team environment 	
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 WHS statutory obligations.
- GRV is an EEO employer.