



POSITION DESCRIPTION

Position Title: Investigative Steward

Department: Greyhound Racing Integrity Unit (GRIU)

☐ **New Position**

☒ **Change to Existing Position**

Date: February 2020

Reports to (position):

GRIU Investigations Manager

Positions that report to this position:

Nil

Name of present incumbent (if applicable):

PRIMARY PURPOSE OF THE POSITION:

The incumbent in this position will work directly with fellow GRIU Investigative Stewards, under the supervision of the GRIU Investigations Manager. They will ensure GRV registered participants are accountable for compliance with the rules of racing, the Code of Practice for the Keeping of Racing Greyhounds and any relevant legislation, as well as Conducting Inquiries and Investigations throughout Victoria and possibly in interstate and international greyhound jurisdictions, as required.

The responsibilities of this position will encompass (although not be strictly limited to):

- Ensuring industry participants are accountable for the welfare of greyhounds, by managing and regulating compliance with the rules of racing, the Codes of Practice and relevant legislation, as well as providing education, advice and assistance with regards to best practice, through duties including, but not limited to -
 - Attendance at properties where greyhounds are kept and / or trained,
 - Attending and monitoring registered trial tracks & slipping tracks;
- Conduct of Inquiries, as defined within the Greyhound Australasia Rules (GAR), which may include –
 - Attendance at scenes, eg. Registered participant properties,
 - Search and seizures of evidence,
 - Identification of witnesses and preparation of witness statements,
 - Interviewing of GRV registered participants,
 - Preparation of comprehensive and professional Briefs of Evidence;
- Conduct of other investigations, in accordance with other relevant legislation, including but not limited to the Prevention of Cruelty to Animals Act and the Domestic Animals Act;
- Conduct of inquiries in collaboration with or on behalf of integrity officials from other greyhound racing jurisdictions;
- Work collaboratively with key personnel within the GRIU, including GRIU Stewards, Veterinary Services and Prosecutors;
- Plan and co-ordinate regular risk-based, intelligence lead pro-active operations throughout the state;
- Liaise with other key external partner agencies, including RSPCA, Victoria Police and where required, engage with investigators from these agencies in joint investigations and operations;
- Professionally present evidence to hearings and appeals conducted by GRV Stewards, the Victorian Racing Tribunal (VRT), Victorian Administrative Appeals Tribunal (VCAT) and criminal jurisdictions within Victoria, including the Magistrates Court and Supreme Court, where required;
- Attend at events relating to greyhound racing, including race meetings.

Investigative Stewards are required to be available to perform these duties throughout the state of Victoria and will be required to be available for after hours work, work on weekends/public holidays and overnight stays.

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 are 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.

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

The Investigative Steward will play a pivotal role in achieving a number of objectives emanating from its 5 year strategic plan.

FREEDOM TO ACT / DECISION MAKING

Under the direction of the GRIU Integrity Operations Manager the successful incumbent will work within the GRIU Investigations Unit and report to the GRIU Investigations Manager.

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
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Property and Inspections	<ul style="list-style-type: none"> • Attendance at properties in accordance with the provisions of the Racing Act 1958, the Rules of Racing or any other relevant legislation, under which they are authorised; • Identification and management of all non-compliance issues identified at properties where standards are not met and assist participants in meeting compliance standards; • Respond to reports received in relation to possible animal welfare issues or concerns; • Identification of serious risk in relation to the animal welfare, including the investigation of these incidents. 	<ul style="list-style-type: none"> • Inspections completed as required; • Documentation of all visits recorded.
Investigations	<ul style="list-style-type: none"> • Conducting sound and procedurally correct investigations; • Pro-active targeting of investigations; • Conduct enquiries in collaboration with or on behalf of interstate or overseas greyhound racing jurisdictions. 	<ul style="list-style-type: none"> • Investigation reports logged, effectively indicating action taken and recommendations.
Collating Evidence/Interviewing of Relevant Parties	<ul style="list-style-type: none"> • Gather evidence from all relevant parties and present comprehensive, professional briefs and evidence, within required time frames. 	<ul style="list-style-type: none"> • Comprehensive Witness statements compiled; • Thorough and robust interviews conducted with registered participants, based on approved Interview Plans; • Professionally presented Briefs of Evidence prepared, demonstrating all relevant avenues of investigations have been pursued and all admissible evidence obtained; • Well written and robust reports also presented.
Steward Inquiries, RADB/VCAT Hearings	<ul style="list-style-type: none"> • Presenting evidence at formal inquiries conducted by GRV Stewards, VRT and VCAT and other jurisdictions such as the Magistrates Court as required. 	<ul style="list-style-type: none"> • Evidence presented in a professional, consistent, clear and concise manner.
Networking with other agencies	<ul style="list-style-type: none"> • Communication lines with other agencies such as RSPCA, Victoria Police etc clearly established and maintained; • Maintain effective working relationships with integrity officials from other racing codes and other greyhound racing jurisdictions. 	<ul style="list-style-type: none"> • Records are maintained to indicate communication and interaction taking place.

GRV Tracks	<ul style="list-style-type: none"> • Attendance at GRV race meetings, to provide a visible presence and demonstrate support for the GRV Stewards. 	<ul style="list-style-type: none"> • Number of race meetings attended.
OHS	<ul style="list-style-type: none"> • Maintain a safe working environment in your area of responsibility; • Ensure that OH&S principles and guidelines are adhered to; • Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements; • Report accidents and injuries and near misses as per GRV Policy and Guidelines; • Provide and maintain so far as is practicable a working environment that is safe and without risk to health; • 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; • Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines. 	<ul style="list-style-type: none"> • Role model safe work practices ensuring adherence to OHS policy and procedures; • Report incident/accident/hazard in the workplace in a timely manner; • Actively Support and Promote OHS.
DUTIES	<ul style="list-style-type: none"> • Other duties as reasonably requested from time to time. 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
GRV Participants	GRIU General Manager
VRT/VCAT officials	Integrity Operations Manager
Personnel from other agencies – RSPCA, Victoria Police, Local Council etc	Investigations Manager
Office of Racing Integrity Commissioner and Staff	Intelligence Manager
Witnesses	Chief Steward
	Senior Stewards and all other Stewards
	GRIU Prosecutions Unit
	GRV Integrity Council

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
Certificate IV – Government Investigations or equivalent (or be prepared to obtain this qualification within 12 months of appointment)	Investigation, regulatory/compliance experience
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Vast and demonstrable investigative experience	Contemporary knowledge of animal welfare matters
Experience at preparing and presenting evidence in an inquiry/court setting	Knowledge of the racing industry, particularly greyhound racing
Thorough knowledge of legalities associated with investigations	Knowledge of animal swabbing and prohibitive substance detection
Effective interviewing skills	Knowledge of the applicable rules, policies and procedures related to greyhound racing
Highly developed communication skills	
Highly developed report writing skills	
ATTRIBUTES	
ESSENTIAL	DESIRABLE
Responsiveness	Flexibility
Integrity	Capacity to travel throughout State at varied hours
Impartiality	Well developed conflict resolution skills
Accountability	Time management and organisation
Respect	Sound judgement/decision making
Leadership	
Human Rights	

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are per the current GRV 'Stewards and Associated Employees 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: _____