



Position Description

Position Title: Deputy Chief Steward

Effective date: February 2021

Department: Greyhound Racing Integrity Unit (GRIU):

Reports To (Position): Chief Steward

Function(s) / roles directly reporting to this position: Senior Stewards, Stewards Panel (Stewards, Assistant and Cadet Stewards, Judges, Data Operators)

Name of incumbent (if applicable):

ORGANISATIONAL OVERVIEW

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$400 million in economic activity and over \$3 billion in wagering and directly involves over 15,000 people.

Our vision is “Victorian greyhound racing is a vibrant, entertaining and thriving sport with animal welfare at its heart”. The integrity of the sport and the welfare of greyhounds are both significant components of the strategic objectives of GRV.

PRIMARY PURPOSE OF ROLE (RESPONSIBILITY)

The Stewards Panel is key in upholding the integrity of the industry through ensuring transparent and fair conduct of racing. GRV Stewards are responsible for race meetings being conducted in accordance with the Rules of Racing and GRV policies and guidelines for participants.

The Deputy Chief Steward assists the Chief Steward in overseeing the conduct of all Victorian greyhound racing meetings, ensuring the delivery of the highest degree of fair and transparent practices for the sport. The role is responsible for contributing to the development and implementation of policies and procedures to maintain and enhance race day operations. Central to this position is the guidance and leadership of a large group of stewards, judges, and data operators, through the Senior Steward team.

The Deputy Chief Steward assists the Chief Steward in coordinating all stewarding inquiries and appeals and represents GRV in formal proceedings at the Victorian Racing Tribunal (VRT) and at appeals to the Victorian Civil and Administrative Tribunal (VCAT).

Race meetings are held at 13 Greyhound Clubs Victoria (GCV) venues and at regional coursing locations, across the state. The role requires flexible working with a combination of day, afternoon, evening and weekend shifts determined by the GRV race meeting schedule. It requires some scheduled intrastate overnight travel.

FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)

This role works according to the policies and procedures applicable to GRV employees. The role is accountable for GRV’s conducting race meetings in accordance with the Victorian and Australian Rules of Racing and the Office of the Racing Commissioner’s Standard Code of Practice and the application of specific GRV policies and guidelines applicable to industry participants (registered persons). Conducts inquiries in accordance with the *Racing Act 1958*.

Direct budget accountability for team costs; delegation for purchase orders up to \$5,000.

Assists the Chief Steward in leading the team of more than 60 people.

KEY WORKING RELATIONSHIPS

| EXTERNAL | INTERNAL |
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| Greyhound racing industry bodies and associations nationally | GRV Board, CEO and GM Integrity |
| Other racing industry Codes | All members of the GRIU Stewards Panel |
| GCV Race Club Managers and Committee members | GRIU Veterinary Services team |
| Registered persons – owners, trainers, breeders | GRIU Integrity Operations team |
| Legal advisers | GRV Racing department |

| KEY RESULT AREA | ACCOUNTABILITY / ACTIVITY: | KEY PERFORMANCE INDICATOR |
|---|--|--|
| Leadership | <ul style="list-style-type: none"> Manage and develop the Senior Stewards team to ensure operational requirements and service levels are met for the organisation and the industry Coach and guide the Senior Stewards in their people leadership responsibilities Assist in the development of an operating model and organisational capability that meets the needs of the business, is scalable, cost effective and contemporary. | <ul style="list-style-type: none"> Development and effective implementation of strategies, policies, procedures, and plans Employee engagement and talent retention. |
| Raceday operations | <ul style="list-style-type: none"> Oversee the conduct of all greyhound race meetings Provide escalation point for Senior Stewards in managing and resolving serious and/or complex matters Regularly attend race meetings to provide coaching, guidance and support to the Senior Stewards in leading race day operations Conduct race meetings as required. | <ul style="list-style-type: none"> Race meetings conducted transparently and fairly in line with the Rules of Racing and Code of Practice Safe operation of track and equipment. |
| Participant adherence to the Rules of Racing | <ul style="list-style-type: none"> Partner with the Manager Integrity Operations to ensure both teams collaborate effectively to deliver consistent investigation processes and management of appropriate outcomes Coordinate all aspects of stewarding enquiries and appeals Represent GRV at the VRT and at appeals to VCAT. | <ul style="list-style-type: none"> Effectiveness and success of investigations and enquiries. |
| Stewards Panel efficiency and effectiveness | <ul style="list-style-type: none"> Maintain industry knowledge and expertise, research and recommend revisions to the rules of racing Assist with the development and implementation of policies and procedures to maintain and enhance racing operations Deliver regular team development and on the job coaching to, and with, the Senior Stewards Devise, manage and maintain the Stewards, Judges and Data Operators complex rolling weekly roster to efficiently and effectively support the GRV racing calendar Manage and approve timesheets and travel/expense claims Be the first point of contact for Panel members on operational and administrative matters. | <ul style="list-style-type: none"> Regular and effective team meetings Stewards Panel processes and work methods consistent Stewards Panel resourcing supports the GRV racing calendar. |
| Teamwork | <ul style="list-style-type: none"> Actively contribute to the ongoing initiatives in the greyhound racing industry Contribute proactively to the leadership of the Stewards Panel and GRIU Integrity functions Undertake any other reasonable tasks as directed by the Chief Steward and/or the GM Integrity. | <ul style="list-style-type: none"> Continuous improvement outcomes Internal and external customer feedback. |
| Compliance | <ul style="list-style-type: none"> Ensure knowledge of relevant policies, procedures, guidelines and work methods is actively maintained for self and team Complete all mandatory and scheduled training as requested. | <ul style="list-style-type: none"> GRV policy, procedures and guidelines compliance Mandated and scheduled training up to date. |
| Safety and Wellbeing | As an employee: <ul style="list-style-type: none"> Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace Understand responsibilities and accountabilities of yourself and others in accordance with OH&S legislation and GRV policies Promote an open and active safety management and wellbeing culture Maintain a safe working environment within your area of responsibility. | <ul style="list-style-type: none"> Role model safe work practices at all times Actively support and promote safety and wellbeing Incidents, accidents and hazards reported as soon as possible. |
| | As a leader: <ul style="list-style-type: none"> Provide coaching, feedback and training to ensure that all your team members practically understand their obligations and responsibilities with workplace wellbeing and safety | <ul style="list-style-type: none"> Incidents, accidents and hazards reviewed to minimise future risks |

| KEY RESULT AREA | ACCOUNTABILITY / ACTIVITY: | KEY PERFORMANCE INDICATOR |
|-----------------|--|---|
| | <ul style="list-style-type: none"> Conduct regular audits of the workplace, checking for hazards and opportunities for improvement. Report and/or assist your colleagues to report accidents, injuries and near misses as soon as possible | <ul style="list-style-type: none"> Work methods modified as risks identified. Safety audits completed and actioned. |

| PERSON SPECIFICATION |
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| Education, Qualifications / Experience |
| <ul style="list-style-type: none"> A tertiary qualification in business, sporting or related discipline; or substantial equivalent experience Experience in a government or not-for-profit organisation (desirable) Victorian driver's licence |
| Attributes, Knowledge and Skills |
| Personal Attributes: <ul style="list-style-type: none"> Strong appreciation of rules and regulations and an affinity for compliance Ability to maintain professional independence under pressure Effective communicator Confidence to make and/or support and implement decisions even when it may be unpopular Advocate for organisational decisions Proven collaborative team player both within function and across organisational lines . |
| Knowledge and Experience: <ul style="list-style-type: none"> Substantial racing industry experience Minimum of five years people management experience A deep understanding of the racing industry and the ethical issues in greyhound racing Proven experience managing complex business relationships to mutually agreeable outcomes. |
| Skills: <ul style="list-style-type: none"> Strong, professional written and oral communication skills, with formal presentation and report writing capability Demonstrated ability to influence in communicating and negotiating change and improvement strategies Strong ability and experience in leading and managing a diverse group of people Demonstrated skills in complex external stakeholder management Advanced analytical and conceptual skills Advanced organisational, time management and prioritisation skills. |
| Inclusion, Diversity & Belonging Statement |
| <p>Greyhound Racing Victoria is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong.</p> |

Position description accepted by:

NAME: _____ **DATE:** _____

SIGNATURE: _____