



Position Description

Position Title: Steward

Effective Date:

February 2021

Department: Greyhound Racing Integrity Unit (GRIU)

Reports To (Position): Senior Steward

Direct reports to this position: Nil

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 \$2 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.

A member of the Stewards Panel is designated Chair for each race meeting and is responsible for all administrative aspects of the race meeting, overseeing kennelling, selecting greyhounds to be sampled for prohibited substances and ensuring the safe operation of racetrack surface and equipment. When chairing a race meeting, the role is ‘in charge’ of all GRV employees and contractors at the track who are involved in the conduct of the meeting. This may include other members of the Stewards Panel, judges, lure drivers and data operators. The race meeting Chair is also responsible for overseeing relevant aspects of the track preparation and racing related work of employees of the Greyhound Clubs Victoria (GCV) Club.

Stewards may be required to conduct on the job training for other stewards and mentor/guide other race day employees.

Stewards assist with investigating incidents and potential breaches of the Rules of Racing. This includes assisting with inquiries conducted by 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 applies the Victorian and Australian Rules of Racing and the Office of the *Racing Commissioner’s Standard Code of Practice* and specific GRV policies and guidelines applicable to industry participants (registered persons). Conducts inquiries in accordance with the *Racing Act 1958*.

The race meeting Chair is accountable for the decision for the race meeting to proceed, be delayed or be cancelled due to track conditions.

No direct budget accountability.

KEY WORKING RELATIONSHIPS

EXTERNAL

GCV Race Club Managers and Committee members

GCV Race Club Track Maintenance teams

Non GRV race day staff

Registered persons – owners, trainers, catchers, attendants

INTERNAL

All members of the GRIU Stewards Panel

GRIU Veterinary Services team

GRIU Integrity Operations team

GRV Racing department

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY:	KEY PERFORMANCE INDICATOR
Race day	<ul style="list-style-type: none"> Complete activities as required by the race meeting Chair, including: <ul style="list-style-type: none"> Ensure adherence with kennelling procedures Take samples/swabs from greyhounds as required Process late scratchings. 	<ul style="list-style-type: none"> Meeting conducted transparently and fairly in line with the Rules of Racing Safe operation of track and equipment
Race Meeting Chair (Can be Senior Steward, Steward, Assistant Steward)	<ul style="list-style-type: none"> Conduct the track inspection with the GCV Track Curator, two hours prior the first race and report to the GRV Track Maintenance and Infrastructure team Conduct race meetings without direction Manage and coordinate race day stewards and GRV employees Conduct on the job training to other stewards and mentor/guide other race day employees as required Identify greyhounds to be sampled/swabbed for testing Oversee kennelling Liaise with the GRV Veterinarian as required. 	<ul style="list-style-type: none"> Meeting conducted transparently and fairly in line with the Rules of Racing and Code of Practice Safe operation of track and equipment Internal and external customer feedback
Participant adherence to the Rules of Racing	<ul style="list-style-type: none"> Investigate race day incidents Conduct out of competition sampling as scheduled Assist the Integrity Operations team with conducting participant kennel inspections Assist in preparing reports and providing evidence to VRT enquiries and VCAT appeals. 	<ul style="list-style-type: none"> Security and chain of custody of samples not compromised Completeness and success of investigations and enquiries
Teamwork	<ul style="list-style-type: none"> Regularly attend and actively contribute to team meetings and ongoing projects and initiatives of the Stewards Panel Coach and support peers in all aspects of the Steward's role as required Undertake any other reasonable tasks as directed by the Chief or Deputy Chief Stewards. 	<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 and guidelines is actively maintained 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 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"> Incidents, accidents and hazards reviewed to minimise future risks Work methods modified as risks identified Safety audits completed and actioned.

PERSON SPECIFICATION
Education/Qualifications and Experience
<ul style="list-style-type: none"> • Current Victorian driver's licence • Current certification in providing first aid including CPR (desirable) • Certificate IV Racing Services - Stewards (desirable) • Preferably progressing to a relevant tertiary qualification.
Attributes, Knowledge and Skills
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Strong appreciation of rules and regulations and an affinity for compliance • Ability to maintain professional independence under pressure • Advocate for organisational decisions • Proven team player • Attention to detail
<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • Proven sound stewarding experience in greyhound racing or related sport • Demonstrated strong knowledge and understanding of greyhound Rules of Racing with the ability to make decisions as required • Demonstrated experience in coordinating activities and contribution of others and providing clear direction • Sound understanding of workplace safety and wellness obligations and responsibilities.
<p>Skills:</p> <ul style="list-style-type: none"> • Advanced organisational, time management and prioritisation skills • Demonstrated capability to effectively organise own work and that of others • Strong, professional written and oral communication skills, with report writing capability • Demonstrated skills in stakeholder management • Proficient in MS Office tools and GRV systems including Fast Track.
Inclusion, Diversity & Belonging Statement
<p>Greyhound Racing Victoria (GRV) 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: _____