

# Position Description

**Position Title:** Investigative Steward

**Effective date:** May 2021

**Department:** Greyhound Racing Integrity Unit (GRIU)

**Reports To (Position):** Investigation Manager

**Function(s) / roles directly reporting 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, 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 Investigation team is key in upholding the integrity of the industry through a focus on animal welfare ensuring transparent and fair conduct of racing.

GRV Investigative Stewards are responsible for ensuring 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. The Investigative Stewards conduct inquiries and investigations throughout Victoria into potential or alleged compliance breaches.

Race meetings are held at thirteen (13) Greyhound Racing Club 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 and investigations activities. 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 local Rules of Racing (Victorian) and the national Greyhound Australasia Rules of Racing (GAR), 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, as defined in the GAR, into alleged breaches of the *Racing Act 1958 (VIC)*, the *Rules of Racing*, the *Code of Practice for the Keeping of Racing Greyhounds*, *Prevention of Cruelty to Animals Act (POCTAA)* and *Domestic Animals Act (DAA)*.

Investigative Stewards have delegation as Stewards in accordance with the Rules of Racing and authorisations under the POCTAA and DAA. No direct budget accountability.

## KEY WORKING RELATIONSHIPS

EXTERNAL	INTERNAL
Greyhound Race Club Managers	General Manager GRIU
Registered persons (participants) - owners, trainers	Integrity Operations functions
Victorian Racing Tribunal (VRT)	Chief and Deputy Chief Stewards
Victorian Civil and Administrative Tribunal (VCAT).	GRV Stewards Panel members
Relevant agencies including RSPCA, Victoria Police	GRIU Prosecutions Unit
Local government city and shire councils' animal welfare management teams	

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<b>Race day</b>	<ul style="list-style-type: none"> <li>Attend GRV race meetings regularly to provide a visible presence to participants and to demonstrate support for the Stewards Panel members</li> <li>Support the race meeting Chair with compliance regarding non-racing matters including participant conduct at race meetings, application of the rules of racing, registration, transport of dogs, compliance with hot weather policy etc</li> <li>Attend and monitor compliance at registered racing tracks, coursing locations, trial tracks &amp; slipping tracks as allocated and/or rostered</li> <li>Provide 'on the job' coaching and guidance to participants where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting conducted transparently and fairly in line with the Rules of Racing and Code of Practice</li> <li>Safety and welfare outcomes for the greyhounds</li> <li>Internal and external customer feedback</li> </ul>
<b>Participant adherence to the Rules of Racing</b>	<p>Conduct inspections of property where greyhounds are kept and/or trained, working collaboratively with GRIU colleagues including the Veterinary Services team and the Stewards Panel as required.</p> <ul style="list-style-type: none"> <li>Respond to reports received regarding potential animal welfare issues or concerns</li> <li>Identify non-compliance issues and assist participants in meeting compliance standards</li> <li>Identify serious risks in relation to animal welfare</li> <li>Conduct out of competition sampling as required.</li> </ul>	<ul style="list-style-type: none"> <li>Completeness and success of investigations and enquiries</li> <li>Security and chain of custody of samples not compromised</li> <li>Safety and welfare outcomes for the greyhounds</li> <li>Internal and external customer feedback</li> </ul>
<b>Conduct investigations</b>	<ul style="list-style-type: none"> <li>Plan and co-ordinate regular risk-based, intelligence lead operations throughout the State through proactive monitoring and targeting of properties with potential or identified risks</li> <li>Conduct inquiries under the Greyhound Australasia Rules and local Racing Rules, which may include: <ul style="list-style-type: none"> <li>Attending registered participant properties</li> <li>Interviewing participants</li> <li>Searching and seizure of evidence</li> <li>Identifying witnesses and taking witness statements</li> <li>Conducting inquiries in collaboration with or on behalf of integrity officials from other greyhound racing jurisdictions interstate and overseas.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive witness statements compiled based on the approved interview plans</li> <li>Investigation reports logged with clear actions and recommendations</li> <li>Quality and completeness of investigations with a focus on sound actions and procedural correctness.</li> </ul>
<b>Prepare for and attend inquiries and hearings</b>	<p>Presenting evidence at formal inquiries conducted by the VRT and VCAT and other jurisdictions such as the Magistrates Court as required:</p> <ul style="list-style-type: none"> <li>Prepare comprehensive and professional briefs of evidence within required time frames</li> <li>Demonstrate all relevant avenues of investigation have been considered.</li> </ul>	<ul style="list-style-type: none"> <li>Quality and completeness of investigations with a focus on sound actions and procedural correctness</li> <li>Evidence presented in a professional, clear and consistent manner.</li> </ul>
<b>Build and maintain relationships re animal welfare</b>	<p>Liaise with Club Managers:</p> <ul style="list-style-type: none"> <li>Conduct regular and ad hoc audits at allocated Clubs</li> <li>Provide updates and advice on contemporary welfare practice; exchange information on potential issues and concerns.</li> </ul> <p>Liaise with key external partners including RSPCA, Victoria Police, Local Government councils' animal welfare management teams, integrity officials from other racing codes and other greyhound racing jurisdictions:</p> <ul style="list-style-type: none"> <li>Maintain effective working relationships and share intelligence</li> <li>Where required, engage with investigators from these agencies in joint investigations and operations.</li> </ul>	<ul style="list-style-type: none"> <li>Safety and welfare outcomes for the greyhounds</li> <li>Internal and external customer feedback</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Regularly attend and actively contribute to team meetings</li> <li>Actively contribute to the ongoing initiatives across GRIU</li> <li>Undertake any other reasonable tasks as directed by the Investigation Manager.</li> </ul>	<ul style="list-style-type: none"> <li>Continuous improvement outcomes</li> <li>Internal and external customer feedback.</li> </ul>

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Ensure knowledge of relevant policies, procedures, guidelines and work methods is actively maintained</li> <li>Complete all mandatory and scheduled training as requested.</li> </ul>	<ul style="list-style-type: none"> <li>GRV policy, procedures and guidelines compliance</li> <li>Mandated and scheduled training up to date.</li> </ul>
<b>Safety and Wellbeing</b>	<p>As an employee:</p> <ul style="list-style-type: none"> <li>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</li> <li>Understand responsibilities and accountabilities of yourself and others in accordance with OH&amp;S legislation and GRV policies</li> <li>Promote an open and active safety management and wellbeing culture</li> <li>Maintain a safe working environment within your area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Role model safe work practices at all times</li> <li>Actively support and promote safety and wellbeing</li> <li>Incidents, accidents and hazards reported as soon as possible.</li> </ul>

PERSON SPECIFICATION	
<b>Education, Qualifications / Experience</b>	
<ul style="list-style-type: none"> <li>Certificate IV in Government Investigations (or prepared to obtain this qualification within 12 months of appointment)</li> <li>First aid &amp; CPR certificate (or prepared to obtain this qualification within 12 months of appointment)</li> <li>Diploma of Government Investigations, desirable</li> <li>Victorian driver's licence.</li> </ul>	
<b>Skills, Knowledge and Attributes</b>	
<p><b>Personal Attributes:</b></p> <ul style="list-style-type: none"> <li>Strong appreciation of rules and regulations and an affinity for integrity and compliance</li> <li>Ability to maintain professional independence under pressure</li> <li>Advocate for organisational decisions</li> <li>Effective communicator</li> <li>Proven team player across organisational lines</li> <li>Attention to detail.</li> </ul>	
<p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>Demonstrated experience within a regulator/compliance role including investigations</li> <li>Demonstrated ability to research, understand and appropriately apply legislation and regulations</li> <li>Solid experience in dealing effectively with complex situations and difficult customers</li> <li>Experienced in preparing and presenting evidence in an inquiry setting e.g. VRT, VCAT</li> <li>Knowledge and experience in animal swabbing and prohibited substance detection, desirable</li> <li>Sound understanding of workplace safety and wellness obligations and responsibilities</li> <li>Knowledge and understanding of greyhound racing, desirable.</li> </ul>	
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Advanced organisational, time management and prioritisation skills</li> <li>Demonstrated capability to effectively organise own work and that of others when required</li> <li>Ability to work effectively both as part of a team, autonomously and alone as required</li> <li>Strong, professional written and oral communication skills, with solid report writing capability</li> <li>Demonstrated skills in stakeholder management</li> <li>Demonstrated analytical and problem solving skills</li> <li>Proficient in MS Office tools.</li> </ul>	
<b>Inclusion, Diversity &amp; Belonging Statement</b>	
<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:** \_\_\_\_\_