**Position Details**

GRV are looking for a **Grader and Race Meeting Coordinator**who'll be responsible for the impartial grading of greyhound racing events while maintaining GRV's racing calendar, ensuring it's accurate, accessible, and administered.

We have one full-time, ongoing opportunity to work between our West Melbourne office and home (as hybrid working is our norm).

**Do you have a passion for racing with a flair for admin and a nous for communication?**

Excellent! You'll use those skills to generate, publish, and communicate all Victorian greyhound racing fields.

Additionally, you'll work on the racing calendar and keep an eye on the weather (so you're ahead of any potential changes), update data in our systems, respond to queries, and complete routine clerical tasks.

GRV conducts approximately 300 races each week, so there's always something to do, including reviewing nominations, finalising race fields, grading coursing meetings and updating the grading of racing greyhounds.

While you'll mainly work standard office hours, there are times where you'll be on-call and may need to travel to racing venues within Victoria.

You'll be supported by our Racing Operations Manager and the team to deliver the above.

**Let's talk benefits!**

When you join our team, you become part of something bigger as we're all here to make a positive difference and have fun along the way.

We'll provide you with interesting and rewarding work, alongside ongoing professional development, and work-life balance.

We support our people with access to free and confidential counselling, dress for your day, and dog friendly workplaces.

**Interested? Apply today!**

[Click Apply to be taken to our careers centre](https://jobs.careers.vic.gov.au/jobs/VG-GRV-RWBD-1709805). Your application must include a cover letter addressing the skills, knowledge, and experience described above and a copy of your CV/resume.

Applications close 7 April 2023.

For more information, email [careers@grv.org.au](mailto:careers@grv.org.au)**.**

For a copy of the position description, [click here](https://jobs.careers.vic.gov.au/jobtools/b_fileupload.proc_download?in_file_id=67252403&in_servicecode=CUSTOMSEARCH&in_organid=14123&ash_key=0463B895185C3371228ADE48276F71BB).

**Who we are**

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting, and promoting greyhound racing and welfare in our state. The sport generates $600 million in economic activity, over $3 billion in wagering, returns $70 million in prize money, and directly involves over 17,000 people. To find out more, [visit our website](http://www.grv.org.au/).

*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 driven by our shared values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong. All offers of employment are subject to a satisfactory police check and all employees must reside and have the right to work in Australia.*

*While we appreciate the great work undertaken by our panel of recruitment agencies, GRV are managing this opportunity directly. Unsolicited applications won't be accepted.*