

Position Description

Position Title: Grader and Race Meeting Coordinator

Version effective date:

April 2022

Department: Racing & Racing Safety

Reports To (Position): Racing Operations 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 more than \$500 million in economic activity, over \$3 billion in wagering, and directly involves over 15,000 people including through 4,300 direct and indirect jobs across the state.

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 primary purpose of the Racing Operations team is to deliver the optimal Racing Calendar to the industry across the year on behalf of GRV. The team is responsible for reviewing nominations, finalising race fields and maintaining and updating the grading of all racing greyhounds. The core activities of the team are shared through a roster and key grading activities are completed collaboratively.

GRV schedules and runs approximately 300 greyhound races per week across Victoria, totalling around 15,500 races per year.

The Grading team are responsible for the impartial grading and box draw of all race meeting conducted in Victoria. The grading team maintains the calendar with adjustments which can be made up to and including race day.

At times the position involves being on call during weekends and travel to racing venues across Victoria.

FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)

No direct budget accountability

This role works according to the policies and procedures applicable to GRV employees.

The role applies the Rules of Racing, the GRV Grading Guidelines and specific GRV policies such as the Hot Weather Policy and guidelines applicable to industry participants (registered persons).

KEY WORKING RELATIONSHIPS

EXTERNAL	INTERNAL
Registered persons – owners, trainers	GRV Racing Team
Stakeholders (e.g., Sky Channel, Tabcorp, other racing codes, wagering operators)	All GRV Leadership Team members
Media Outlets (e.g., Herald Sun, Watchdog contractor)	GRV Departments
GCV Race Club Managers, Employees and Committee members	

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
Racing Calendar	<ul style="list-style-type: none"> Maintain and update Generate monthly Racing Calendar and VICBRED calendar for the Greyhound monthly publication Manually generate the seasonal Coursing calendar of 15 races Undertake administrative and data entry activities to assist the construction of monthly Advertised Events in FASTTRACK Compile and distribute GRV's weekly race meeting list to TABCORP, Sky Racing and Corporate wagering partners Monitor weather predictions several days ahead to support contingency planning for potential racing schedule changes 	<ul style="list-style-type: none"> Racing Calendar Accuracy Department Feedback Timely and effective communications to internal and external stakeholders
Grading	<ul style="list-style-type: none"> Process nominations and assess eligibility from race heats into finals Complete the grading of nominated dogs by two to four days in advance of the race Ensure box draws are completed and publicised on time 	<ul style="list-style-type: none"> Internal and external feedback Accurate data entry
Racing meeting administration	<ul style="list-style-type: none"> Revise greyhound gradings following each race meeting Update and maintain the FastTrack Dashboard Input race names from the Clubs and race times from Sky Channel Update the industry via the Dashboard of weather alerts and required actions Respond to grading query emails from industry participants Remit completed fields to appropriate departments and agencies in a timely manner Assist in the transferral of race meetings due to hot weather in line with GRV's Hot Weather Policy Assist with the finalisation of Race Results as required 	<ul style="list-style-type: none"> Timeliness and accuracy of grading updates
Other	<ul style="list-style-type: none"> Testing of new grading related modifications in Fasttrack 	<ul style="list-style-type: none"> Internal and external customer feedback
Teamwork	<ul style="list-style-type: none"> Regularly attend and actively contribute to team meetings Actively contribute to the ongoing initiatives in the Racing function Undertake any other reasonable tasks as directed by the GM Racing or Racing Operations Manager 	<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 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	<p>As an employee:</p> <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.

PERSON SPECIFICATION
Education, Qualifications / Experience
<ul style="list-style-type: none"> • An ability to show initiative and work with minimal supervision. • An ability to collate and analyse data in order to drive fact-based decision making and critically evaluate data. • Ability to lead streams of work involving several business and technical resources. • Victorian driver's licence.
Skills, Knowledge and Attributes
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 • Advocate for organisational decisions • Effective communicator • Proven team player across organisational lines. • Proficient ability with Microsoft Office Suite Applications
Knowledge and Experience: <ul style="list-style-type: none"> • Experience with Microsoft Office Suite Applications • Knowledge and understanding of greyhound racing, desirable
Skills: <ul style="list-style-type: none"> • Demonstrated skills in stakeholder management • Good analytical and conceptual skill • Ability to show initiative and work with minimal supervision • Ability to collate and analyse data in order to drive fact-based decision making and critically evaluate data. • Attention to detail with 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: _____