# **Department of Natural Resources and Environment Tasmania**

# **Racing Integrity and Stewards Manager**

# Statement of Duties

Position number: 708096

Division/Business Unit/Branch: Primary Industries and Water / Office of Racing Integrity / Stewards

Award and Classification: Equivalent to Tasmanian State Service Award

Classification level: General Stream, Band 8

Full Time Equivalent (FTE): 1.0 FTE (minimum 0.80 FTE, by negotiation)

Location: Hobart or Launceston

Employment status: Fixed term contract under S51(1) of the *Racing Regulation Act 2004*

Ordinary hours per week: 38 hours per week (minimum 30.4, by negotiation)

Supervisor: General Manager, Office of Racing Integrity

**Position Objective**

The Racing Integrity Manager will play a key role leading the Stewards’ Branch of the Division in the delivery of high level integrity and animal welfare objectives. This is a senior management role providing executive support to the General Manager by way of authoritative and specialist high level policy advice and recommendations relating to all codes of racing.

**Major Duties**

* Manage the supervision and control of the Stewards’ branch of the Division including mentoring, staff development, education and rostering of full-time and casual stewards.
* Undertake research, investigations and analysis to enable the development of high level specialist advice and strategic projects to the General Manager on integrity control, animal welfare objectives, and/or legislative matters related to ensuring integrity within the racing industry and manage the implementation of policy decisions.
* Develop and maintain effective working relationships with industry associations, race clubs, officials, industry participants and other government bodies, and represent Tasmania as required at national forums.
* Manage the provision of specialist advice and recommendations to the General Manager for the assessment of Rules of Racing and licence applications or renewals.
* Monitor and be responsive to wagering trends and developments to ensure compliance with the Rules of Racing for all codes of racing.

**Responsibility, Decision-Making and Direction Received**

As a Senior Manager, the occupant of the position is:

* performing a critical role in maintaining the integrity of the racing industry through overall leadership, management, direction and coordination of the stewarding functions for the Office of Racing Integrity;
* managing staff within the Stewards Branch and will be accountable for managing industry relationships and undertaking critical negotiations with key stakeholders;
* responsible for the efficient and effective operation of the function or program requiring budget management, optimal use of resources and maintaining and/or modifying strategy and policy, administrative processes and research projects. This includes planning future activities, negotiating for appropriate resources and determining measures for accountability;
* expected to demonstrate a high degree of initiative and judgement in providing timely, high level advice to senior management and will be expected to manage allocated projects and coordinate sub-projects and to achieve objectives within agreed project timeframes; and
* operating under the Rules of Racing of Tasracing; and
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the Department’s WHS Management System, and for promoting the principles of managing diversity.

The decision making and direction received in relation to the role are that:

* the position is subject to broad policy direction only and accordingly, the occupant operates with a significant degree of independence of action and autonomy;
* the occupant is expected to provide leadership and contribute effectively to the future directions of the Division; and
* the occupant is accountable to the General Manager, Office of Racing Integrity for determining strategic direction and meeting objectives as they relate to the Stewards Branch of the Division.

**Knowledge, Skills and Experience (Selection Criteria)**

* Highly developed written communication skills, including the proven ability to produce reports and documents, which are clear, accurate and concise. High level understanding of the regulatory and social environment within which the racing stewarding function with the ability to apply that understanding in a practical manner to achieve successful outcomes.
* Highly developed management skills and the proven ability to effectively manage information, human, financial and physical resources to ensure the ongoing integrity of the racing steward function in Tasmania.
* Demonstrated leadership qualities, including ability to motivate and gain the co-operation of others in the achievement of challenging, difficult and sometimes conflicting objectives. The ability to foster team environment and to monitor efficiency and effectiveness leading to continuous improvement in the workplace.
* High level strategic and conceptual skills with extensive investigative, research and analytical skills and experience, with a proven ability to develop and implement practical solutions to complex problems.
* Demonstrated high level project management skills as applied to information systems development, business improvement strategies and facilitation of innovative information management outcomes. Ability to deliver own outputs and those of team within set timeframes to achieve results.
* Demonstrated experience in a regulatory environment with high-level skills to enable the successful delivery of corporate activities and other functions.

**Position Requirements**

**Pre-employment**

* The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:
* Crimes involving dishonesty including illegal betting or gambling.
* Serious traffic offences.
* Crimes of violence.

**Essential Requirements**

* A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. **Medical contraindication**

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

* 1. provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner [who can grant a medical exemption](https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/what-register/immunisation-medical-exemptions#a3)) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

**Or**

* 1. have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.
1. **Exceptional circumstances**

Demonstrated to the satisfaction of the Head of Agency.

**Desirable Qualifications and Requirements**

* A current motor vehicle driver’s licence.

**About Us**

**The Department of Natural Resources and Environment Tasmania (NRE Tas)** is responsible for the sustainable management and protection of Tasmania’s natural and cultural assets for the benefit of Tasmanian communities and the economy. The Department’s activities guide and support the use and management of Tasmania’s land and water resources and protect its natural and cultural environment. The Department is also responsible for delivering the services that support primary industry development and the protection of the State’s relative disease and pest-free status.

Under Tasmania’s emergency management arrangements NRE Tas is the management authority (lead agency) for various aspects of the management of biosecurity emergencies (includes exotic animal, plant and marine disease and pest emergencies), fire in national parks and other reserves, and sea inundation from storm surge. In regard to those types of emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The Department’s website at [www.nre.tas.gov.au](http://www.nre.tas.gov.au) provides more information.

# **Working Environment**

# Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

# NRE Tas has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

# There is a strong emphasis on building leadership capacity throughout NRE Tas.

# The expected behaviours and performance of the Department’s employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).

**Special Employment Conditions**

# The position works out of a Launceston/Hobart office and may be required to attend race meetings at various racing venues throughout the State. This will be negotiated between occupant and General Manager (Office of Racing Integrity).

# The occupant must comply with the Code of Conduct established by the Director of Racing.

This position will require the employee to comply with all policies and procedures established by the Director of Racing.

# Some interstate travel is required.

Presentation on course must be in keeping with the position and industry expectations.