Department of Natural Resources and Environment Tasmania

 **Statement of Duties**

**Position title** Cadet Stipendiary Steward

Position number 709385

Division/Business Unit/Branch Office of Racing Integrity, Stewards

Classification General Stream, Band 1

Position Status Fixed-Term, full time under S51 (1) of the Racing Regulations Act 2004

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

Ordinary hours per week: 38 hours (minimum 30.40 hours, by negotiation)

Location Hobart or Launceston

Reports to Chairman of Stewards

**Position Purpose**

# The purpose of the role is to under supervision; provide administrative support to the Chairman of Stewards in the regulation and control of all codes of racing in Tasmania to ensure that it is conducted efficiently and with integrity.

# Contribute to the operations of the Division by providing effective and efficient support to the Stewards and Operations sections of the Division.

**Major Duties**

* Assist with race day duties, including identification of racing animals and persons, swabbing procedures involving the handling of urine and blood samples and attend training activities as required.
* Assist with non-race day duties, including stable and kennel inspections and race trials.
* Assist with the checking of race field information for eligibility, general race conditions, accuracy and maintenance of registers and databases.
* Assist with the preparation of race day reports and other information as required.
* Undertake routine duties relating to the day-to-day administration of the Stewards Branch including filing, photocopying, telephone and counter enquiries, and assistance with records administration.

**Responsibility, Decision Making and Direction**

The occupant of the position is responsible for:

* the satisfactory completion of tasks consistent with learning and developing skills and applying them correctly in the operational context;
* the appropriate use of tools, equipment and resources;
* establishing co-operative relationships with team members, clients and members of the public; observing strict confidentiality protocols regarding sensitive data obtained during the course of duties; 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.

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

* clear and detailed instructions on techniques, methods, priorities and timeframes are provided and work is performed under close supervision. Work is routinely reviewed and checked for task completion; and
* initially choices are limited to following clear and specific instructions according to existing standards. As familiarity develops, increasing judgement is expected in selecting the most appropriate means of completing the task while deviations, problems or unfamiliar situation not covered by instructions would be referred to a manager/supervisor.

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

1. Basic knowledge of the Rules of Racing and the racing industry in general, or the proven ability to acquire such knowledge quickly.
2. Good communication and the ability to contribute as a member of a team and provide explanations of standard and routine processes and procedures to team members, clients and members of the public.
3. The ability to follow clear and specific instructions according to existing standards and to refer deviations, problems or unfamiliar situations to the supervisor.

**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.

**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).