

## Chairman of Stewards – Harness Racing

### Statement of Duties

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<b>Position number:</b>	371488
<b>Award and Classification:</b>	Equivalent to Tasmanian State Service Award, General Stream, Band 6
<b>Division/branch/section:</b>	Office of Racing Integrity / Stewards Branch
<b>Full Time Equivalent (FTE):</b>	1.0 FTE
<b>Location:</b>	Launceston
<b>Employment status:</b>	Fixed-term, full-time. Five (5) year contract under S51(1) of the <i>Racing Regulation Act 2004</i>
<b>Ordinary hours per week:</b>	38 hours
<b>Supervisor:</b>	Racing Integrity and Stewards Manager

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#### Position Objective

To ensure Tasmanian harness racing is conducted with a high level of integrity and in accordance with the requirements of the Tasmanian harness Rules of Racing and the *Racing Regulation Act 2004*. Provide appropriate policy support to the Director of Racing.

#### Major Duties

- Provide authoritative and specialist high level policy advice and recommendations to the Director of Racing on integrity control relating to the harness code of racing and manage the implementation of policy and procedural decisions.
- Regulate harness racing in Tasmania in accordance with the Rules of Racing and relevant legislation including the conduct of investigations or inquiries into breaches of the Rules of Racing and application of appropriate decisions, including penalties. Representation before the Tasmanian Racing Appeal Board.
- Monitor, enforce and ensure appropriate measures are taken to facilitate compliance within the framework of the Rules of Racing and policies relevant at the time.
- Monitor, enforce and ensure Work, Health and Safety requirements as they apply to stewards working at racing venues.
- Provide high level support and assistance in the integrity control of other racing codes as required by the Director of Racing.
- Establish, develop and maintain effective working relationships which include, but is not limited to, TAS Racing, industry associations, race clubs, officials, industry participants and other government bodies, and represent Tasmania at National forums as required.

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- Mentor Stipendiary Stewards to improve their skills and capabilities in accordance with managing racing integrity.

### **Classification Band Advanced Assessment Point**

The classification of this position under the Tasmanian State Service Award provides the opportunity for its current occupant to advance from Range 1 to Range 2 within the same Band. Performance requirements at the upper end of the band are expected to be more challenging and assessment criteria are expected to be more rigorous than those that apply to normal salary progression. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

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

The occupant of the position is responsible for:

- working effectively and efficiently as an actively contributing member of the Office of Racing Integrity team to make a significant contribution to ensuring harness racing in Tasmania is conducted in a safe and fair manner.
- the provision of accurate and timely advice on a wide range of operational and policy matters.
- ensuring the established rules, procedures and practices of racing and the racing industry are adhered to and is expected to exercise a high level of initiative and discretion in fulfilling these requirements. As the position will be working with a range of industry organisations, there is a need to observe strict confidentiality protocols regarding sensitive data obtained during the course of duties;
- contributing as a functional team member and will be required to liaise with fellow staff and industry participants on a daily basis.
- 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.

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

- guidance and instruction may on occasion be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments;
- the occupant operates with considerable independence in determining priorities, procedures and approach in implementing policies, plans, systems and procedures in a complex specialised environment; and
- work of a highly technically complex nature or with a varied range of activities may receive instruction and/or provide innovative solutions to meet program or service delivery outcomes.

**Knowledge, Skills and Experience (Selection Criteria)  
(in relation to the Major Duties)**

- Highly developed and detailed understanding of the Rules of Harness Racing, race meeting procedures, inquiry and appeal procedures, and key integrity and safety issues within the industry.
- High level communication and interpersonal skills including consultation, negotiation, liaison and conflict resolution skills and the ability to effectively represent the Agency.
- High level written communication skills with the proven ability to produce complex reports that are clear, concise and accurate and easily understood by non specialists. Good computer skills.
- Highly developed conceptual and reasoning skills to research, investigate, analyse, evaluate and integrate relevant solutions from diverse disciplines or fields into area of activity. Initiative, flexibility and creativity in developing options and recommendations to resolve problems and improve service delivery.
- High level organisational skills which enable the coordination, facilitation and conduct of a variety of activities, and the planning and completion of work activities within tight time frames.

**Essential Requirements**

- 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
- A current motor vehicle driver's licence.

**Department's Role**

The **Department of Primary Industries, Parks, Water and Environment (DPIPWE)** 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 DPIPWE 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), environmental emergencies (includes marine pollution spills), fire in national parks and other reserves, floods from dam failure 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.

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The Department's website at [www.dpipwe.tas.gov.au](http://www.dpipwe.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.

DPIPWE 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 DPIPWE.

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 office and is required to attend race meetings at various racing venues throughout the State. Due to the timing of race meetings, evening, weekend and public holiday work will be required.

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

This position will require the employee to comply with swabbing procedures established by the Director of Racing and this will involve the handling of animal urine and blood samples.

Some interstate travel is required.

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

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**Approved by:**



**Date:** 30/10/2018