

# Department of Natural Resources and Environment Tasmania

## Statement of Duties

<b>Position title</b>	Stipendiary Steward
<b>Position number</b>	670164
<b>Division/Business Unit/Branch</b>	Primary Industries and Water, Office of Racing Integrity, Stewards
<b>Award/Agreement:</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream, Band 4
<b>Full Time Equivalent (FTE):</b>	Fixed-term, full-time under S51(1) of the <i>Racing Regulation Act 2004</i>
<b>Ordinary hours per week:</b>	38 hours (minimum 30.40 hours, by negotiation)
<b>Location</b>	Hobart or Launceston
<b>Reports to</b>	Racing Integrity and Stewards Manager

### Position Purpose

To provide high level race day and administrative support to the Racing Integrity and Stewards Manager and Chairman of Stewards/Chief Steward to ensure the integrity of racing is upheld through compliance with established rules, practices, and policies across all codes of racing in Tasmania.

### Major Duties

- Assist the Chairman of Stewards/Chief Steward in the conduct of race meetings, trials, stable and kennel inspections, swabbing procedures involving the handling of urine and blood samples, the identification of racing animals and persons and conducting inquiries and the preparation of reports.
- Performing duties as the Chair of race meets as required.
- Undertake the preparation and despatch of swab samples and management of associated information recording procedures.
- Assist the Chairman of Stewards/Chief Steward with respect to form analysis, bet monitoring, post-race reviews and appeals.
- Coordinate and participate in appeals as required.
- Check race field information for eligibility, general race conditions and accuracy, and maintain registers of databases.
- Liaise with, and provide advice to clubs, officials and industry participants on regulatory matters.
- Mentor and provide guidance to less experienced stewards in relation to compliance matters and the application of the Rules of Racing.

- Undertake general office duties relating to the day-to-day administration of stewards' records.

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

The occupant of the position is responsible for:

- ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives; actively contribute to the Office of Racing Integrity team to ensure the established rules, procedures and practices of racing and the racing industry are complied with, exercising a high level of initiative, discretion and integrity in fulfilling these requirements;
- providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
- ensuring advice, recommendations and decisions support specified service delivery and program outcomes; observe strict confidentiality protocols regarding sensitive data obtained in 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:

- general direction to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area.
- the occupant is expected to exercise judgement and initiative on day-to-day activities, within a team environment, and be responsible for achieving agreed outcomes.

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

- Well-developed knowledge and understanding of the Rules of Racing, procedures in relation to race meetings, inquiries and appeals, and the racing industry in general.
- Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.
- Highly developed written and oral communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
- The ability to exercise judgement in the application of policies, rules and regulations and to apply specialised expertise to resolve complex operational issues.
- The ability to instruct, guide and mentor less experience staff and to make decisions on operational performance and manage workflows whilst fostering a consultative team environment.

## 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.

## Position Requirements

### Pre-employment

#### Essential Requirements

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  - Crimes involving dishonesty including illegal betting or gambling
  - Serious traffic offences
  - Crimes of violence
- 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**

Regular intrastate travel will be required.

Some interstate travel may be required.