

Cadet Stipendiary Steward

Statement of Duties

Position number:	Generic
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream, Band 1
Division/branch/section:	Office of Racing Integrity, Stewards
Full Time Equivalent (FTE):	1.0 FTE
Location:	Launceston
Employment status:	Fixed-Term. One year contract under S51 (1) of the Racing Regulations Act 2004.
Ordinary hours per week:	36.75 hours
Supervisor:	Chairman of Stewards

Position Objective

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 swabbing and identification of racing animals and persons.
- 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 and accuracy and maintain registers of databases.
- Assist the Chairman with the preparation of race day reports, as required.
- Undertake routine telephone and counter enquiries.
- Undertake routine duties relating to the day-to-day administration of stewards' records.
- Assist with the filing of Divisional information and documentation.
- Relieve the Stewards and Operations sections of the Division, as and when required.
- Prepare reports and other information as required by Chairman of Stewards.

Responsibility, Decision-Making and Direction Received

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; 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) (in relation to the Major Duties)

- Basic knowledge of the Rules of Racing and the racing industry in general, or the proven ability to acquire such knowledge quickly.
- 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.
- The ability to follow clear and specific instructions according to existing standards and to refer deviations, problems or unfamiliar situations to the supervisor.

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.

Desirable Qualifications and Requirements

- 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.

The Department's website at 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.

Special Employment Conditions

The position is located in an office based environment in Launceston; however, the occupant 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. Some interstate travel may be required. Presentation on course must be in keeping with the position.

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

The occupant is required to undertake studies towards the completion of Certificate III in Racing Services (Cadet Steward). The Department will fund this training.

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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 intrastate travel is required.

Approved by:



Date: 28/08/2018