

Position Description

Trainee Stipendiary Steward

Position	Trainee Stipendiary Steward
Reporting to	Chief Stipendiary Steward
Division	Racing Integrity Unit Ltd (RIU)
Location	Various
Contractual Status	Permanent

About Us

The Racing Integrity Unit is an independent organisation charged with protecting the integrity of the Thoroughbred, Harness and Greyhound Racing Industries within New Zealand. The Racing Integrity Unit manages the application of, and adherence to, the Rules of Racing for each code, ensuring consistency of application, prosecution and decision making. The RIU is jointly owned by the three racing codes and the NZ racing Board.

The Racing Integrity Unit offers the Racing Industry an independent and objective service in ensuring compliance with the Rules of Racing across all three codes and to ensure that racing is conducted in a manner that is free of corruption or malpractice.

Functional Relationships / Purpose of the Role

Stipendiary Stewards report to the Chief Stipendiary steward within their code. The Chief Stewards report to the General Manager Stewards who is accountable to the RIU General Manager.

RIU Stipendiary Stewards

- are responsible for the effective and legally compliant operation of racedays on-course.
- work with all three codes and are required to identify breaches of the Rules of Racing and that matters of concern are identified.
- will establish key relationships with owners, drivers, jockeys, club officials and other industry related organisations such as the Judicial Control Authority and NZ Racing Board.
- supervise and train Assistant Stipendiary Stewards.
- are expected to be able to contribute towards RIU responsibilities across all three codes.

Key Accountabilities

Stipendiary Stewards are responsible for the delivery of Stipendiary Steward services both in their own region and at other times at various locations around New Zealand. The key responsibilities are:

Business & Projects

Raceday Duties

- Identify breaches of the Rules of Racing on raceday on-course.
- Work as part of an on-course team to ensure the compliant operation of racing including the conducting of drug testing as required.
- Undertake full investigations and lead prosecutions before racing tribunals.
- Assist in completing raceday reports.
- Ensure a high profile presence on-course.

Non Raceday Duties

- Carry out venue and track inspections where required.
- Issue track ratings.
- Provide support and mentoring to participants regarding compliance within the industry including apprentice jockeys and drivers.
- Inspection of kennel/stables facilities when required.
- Contribute to the development of policies/strategies in relation to stewarding and integrity services.
- Assists the Chief Stipendiary Steward and General Manager Stewards with administrative functions.

Customer Service

- Establish effective relationships with all industry participants.
- Conduct own activities with a high level of personal integrity and ensure that their own level of credibility remains high with industry participants.
- Display a can do attitude and go the extra mile to ensure that high levels of integrity are maintained within the industry.
- Displays a proactive approach to raising issues and problems with industry participants

Financial

- Ensure that own operations are conducted within financial delegations and adheres to established financial processes and procedures.
- Ensure that own expenditure displays an awareness of the need to minimise costs.

People

- Supports other team members in day to day functions.
- Respects the views of other and contributes to discussion of issues.

Health & Safety

A healthy and safe working environment for employees and customers is very important to the Racing Industry. As an employee of the Racing Integrity Unit you will be expected to:

- Share the responsibility for health and safety of yourself and others in your work place.
- Ensure work related activities are carried out in accordance with the RIU's safe operating procedures.
- Report hazards, accidents, incidents near misses in a timely and accurate way.
- Maintain familiarity and demonstrate commitment to the RIU H&S policy and systems. Understand and endorse Health and Safety initiatives and safe work practices and participate in H&S planning and reporting for areas you control

Key Competencies

Self Management

- Demonstrate a flexible approach to working hours, acknowledging the need to work around industry requirements. Maintain a healthy work/personal life balance.
- Proactively seek work when situation permits.
- Contribute to team situation, respects the views of others and challenge the status quo.

Task Management

- Demonstrated ability to prioritise, plan and organise own work. Ensures that deadlines and timeframes are able to be met.
- Able to manage multiple projects with competing timeframes.
- Operate in a no surprises environment, ensuring that information is passed on to those who need it and that identified risks to the operation of the industry are raised.

Decision Making

- Able to assess and read situations and adapt actions to meet the needs of the situation.
- Able to use diplomacy and tact when dealing with difficult decisions and able to reach good outcomes for the industry.
- Able to reach decisions which withstand the consideration of peers within the industry.
- Ensures that personal views do not overly influence own actions and decisions.
- Ensures that decisions enhance the integrity and reputation of racing within New Zealand.

Analytical Thinking

- Sound ability to analyse and research issues, able to reach conclusions based on factual information and make sound decisions based on objective consideration of the facts.
- High level of written communication required and demonstrated ability to present information effectively.

Person Specification

- Professional presentation and appearance
- Ability to communicate effectively
- Prepared to accept change and have a 'can do' attitude
- Good written and verbal skills
- Respects the view of others
- A clean driver's licence is essential.

Experience

- A basic knowledge of racing – greyhound, harness and/or thoroughbred.
- High level of written and verbal communication skills.
- Competence in computer technology.
- Knowledge of MS Word and Excel.

This is a brief list of the major duties. Naturally job descriptions get out of date over time. Other responsibilities can apply.