



Position Description

Position Title	Animal Welfare Investigative Steward
Reporting to	Investigation and Compliance Manager
Employment Type	Full Time
Location	Flemington

Organisation Context

Harness Racing Victoria (HRV) is a statutory body whose role is to oversee all harness racing activity in Victoria.

Our mission is to deliver the most sought-after and accessible harness racing that produces financial sustainability, ensures clubs are the heart of their communities and provides equal opportunities for all participants to compete. (Further information about HRV can be found at www.hrv.org.au/hrv/).

We also operate a racetrack, accommodation and entertainment complex (hotel accommodation, functions, bars and gaming) which is situated in Melton and is known as Tabcorp Park.

Our Values

RESPECT

We welcome everyone to share our passion, enjoy and participate in the harness racing industry in Victoria by working together, hearing one another and celebrating our history.

INTEGRITY

We lead honestly and ethically to ensure trust in the harness racing industry in Victoria.

SAFETY AND WELLBEING

We develop, protect and care for the people and horses engaged in the harness racing industry in Victoria.

EXCELLENCE

We are accountable for driving high performance and innovation, on and off the track, for the growth of a vibrant and sustainable harness racing industry in Victoria.

Health safety and wellbeing first, is an expectation of all. People are accountable for their own safety and safety of others.

Position Purpose

This role performs many functions in relation to Animal Welfare projects for the harness racing industry, and key functions of this role include:

- assist in the development, implementation, and coordination of HRV's equine welfare compliance training

- provide assistance and develop and implement new animal welfare projects and initiatives in line with the HRV's strategic plan and the HRV Integrity Department Annual Plan and Road Map so to ensure that the reputation and integrity of harness racing in Victoria is continually enhanced.

Reporting Relationship

This position reports to the Integrity Investigation and Compliance Manager. The role also works closely with the Chief Steward and Vets employed by HRV.

Key Accountabilities

- Conduct procedurally sound investigations in accordance with the Australian Harness Racing Rules (AHRR) HRV local rules, legislation, policy and procedures ensuring compliance into all matters that are refereed related to animal welfare
- Prepare briefs of evidence and compile other documentation related to animal welfare matters in accordance with compliance requirements to assist Steward inquiries and the Victorian Racing Tribunal
- Ensuring all stable inspections undertaken are being captured, and accurately recorded into the database.
- Develop and facilitate animal welfare matters training for the HRV Integrity team
- Develop and present information to the HRV integrity team in relation to animal welfare projects.
- Assist in building the industry knowledge and best practice animal standards including contributing to the development and facilitation of? training for licensed participants and the broader harness racing industry on animal welfare initiatives and projects.
- Assist Veterinarians in implementing and subsequently reviewing Policies and Procedures to consider and promote the health and welfare of Standardbreds
- Implement animal welfare initiatives and projects in line with strategic and operational plans including Trots24, HRV Annual Plan and HRV Integrity Department Road Map.
- Liaise with various Government departments and key stakeholders including Victoria Police, RSPCA, Equestrian organisations, kindred bodies on current and proposed animal welfare projects and initiatives and the Harness Education and Rehoming Opportunities (HRV HERO program)
- Provide updates at various forums including the Integrity Sub-committee and quarterly meetings with the RSPCA on key animal welfare initiatives and projects. Document current and proposed animal welfare initiatives and projects and progress through the use of Jira and other platforms or systems.
- Build and develop collaborative and trusted relationships across the organisation and with key stakeholders to deliver the best outcomes for the industry
- Perform all duties as empowered and required by the rules of HRV.

Competencies Required

- Relevant qualifications, evidence of experience in a governance and compliance function and knowledge and understanding of rules of evidence, conducting investigations and relevant racing and animal welfare rules, legislation, regulations, policy and procedures
- Demonstrated knowledge, understanding and experience of equine welfare, equine drug use, analytical processes, general veterinary procedures and the racing industry
- Proven experience with project systems and reporting, managing projects that are delivered to agreed timeframes, budgets and required quality standards.
- Demonstrated experience in the development and implementation of animal welfare policy and procedure and development and facilitation of associated training
- Evidence of sound consultation, communication (verbal and written) and interpersonal skills, with a demonstrated capacity to work collaboratively with a broad range of partners and stakeholders and negotiate in dynamic environments
- Ability to participate collaboratively and constructively within teams, as well as initiative and effective personal judgement when working alone.
- Evidence of solutions focus and innovative thinking, ability to assess options and identify and implement solutions
- Detail-focused and organised with the proven capacity to take on and deliver on multiple and varied projects and competing deadlines
- Proven computer literacy with practical understanding and application of the Microsoft Office suite of products, case management and project software
- Demonstrated understanding of and commitment to the embedding of Harness Racing in Victoria values, mission and vision

Other Requirements

Given the unique nature of this position and the operational requirements of the racing industry the position may be required to travel within regional Victoria outside of normal working hours including potential for some weekend and weeknight work during major race meetings.

The position holder must:

- Undergo a satisfactory police background, reference checks and probity checks in accordance with Company Policy.
- Possess and maintain a current valid Victorian motor vehicle driver's licence.
- Possess and maintain a current valid Victorian Working with Children Check

It is not intended that this position description limit the scope of this position in any way but to give an overview of this role at HRV. The position may at times be required to work at other tasks and areas as directed.

Name: _____

Signature: _____

Date: _____