

# Position Description

<b>Position Title:</b>	Racing Safety Analytics Officer
<b>Department:</b>	Racing, Racing Safety, and Clubs
<b>Reports To (Position):</b>	Manager, Racing Maintenance and Infrastructure
<b>Function(s) reporting to this position:</b>	
<b>Name of incumbent (if applicable):</b>	Vacant

ORGANISATIONAL OVERVIEW	
<p>Greyhound Racing Victoria (<b>GRV</b>) is the statutory authority responsible for regulating, conducting, and promoting greyhound racing and welfare in our state. The sport generates \$600 million in economic activity, over \$3 billion in wagering, returns \$60 million in prize money, and directly involves over 17,000 people.</p> <p>Our vision is “<i>Victorian greyhound racing is a vibrant, entertaining and thriving sport with animal welfare at its heart</i>”. The integrity of the sport and the welfare of greyhounds are both significant components of the strategic objectives of GRV.</p>	
PRIMARY PURPOSE OF ROLE (RESPONSIBILITY)	
<p>The Racing Maintenance and Infrastructure group is key to the delivery of a reliable and safe racing environment. The team is responsible for ensuring the provision of professionally prepared and maintained racetrack surfaces and racing infrastructure, with greyhound safety as a primary driver. We ensure a consistent and effective approach to track safety initiatives.</p> <p>This position supports the Senior Field Officer in coordinating data gathering on racetrack preparation and performance monitoring and reporting across the state, supporting the GRV racing calendar of scheduled race meetings. It also maintains the databases, prepares scheduled regular and ad hoc reports and undertakes comprehensive analysis of track operational performance and greyhound injury data.</p> <p>A strong collaborative approach across GRV departments and with the Club Managers and their track curatorial teams is essential.</p> <p>The position requires flexible working with a combination of early starts, afternoon, evening activities determined by the GRV race meeting calendar. There will be a requirement for regular weekend work, occasional site track visits and overnight stays in regional areas.</p>	
FREEDOM TO ACT / DECISION MAKING (ACCOUNTABILITY)	
<ul style="list-style-type: none"> <li>• This role works according to the policies and procedures applicable to GRV employees.</li> <li>• The role applies the Rules of Racing and specific GRV policies and guidelines applicable to industry participants (registered persons).</li> <li>• No direct budget accountability.</li> </ul>	
KEY WORKING RELATIONSHIPS	
EXTERNAL	INTERNAL
Greyhound Racing Club Track Managers	Racing Maintenance and Infrastructure team
Greyhound Racing Club Track Curatorial team members	Integrity teams (Stewards Panel and Veterinary Services)
Industry Participants (owners and trainers)	Racing Operations Team

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<b>Racetrack preparation, maintenance &amp; management</b>	<ul style="list-style-type: none"> <li>Daily collation and reporting following each race meeting, on racetrack performance monitoring and reporting across the state, supporting the GRV racing calendar of scheduled race meetings.</li> </ul>	<ul style="list-style-type: none"> <li>All relevant GRV databases and spreadsheets up to date and always maintained.</li> <li>Internal and external customer feedback.</li> </ul>
<b>Racing safety analytics</b>	<ul style="list-style-type: none"> <li>Maintain and update data collection, analysis and reporting on track preparation activities and outcomes, including data collection from trial sessions and non-race days.</li> <li>Work across GRV to coordinate and provide comprehensive analysis and reporting on track preparation and injury outcomes.</li> <li>Support specific projects and investigations into the relationships between track diagnostic data and conditions, track usage and maintenance activities, and animal welfare and injury outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Safety outcomes.</li> <li>All relevant GRV databases and spreadsheets up to date and always maintained.</li> <li>Timeliness and completeness of reporting outcomes.</li> <li>Internal and external customer feedback.</li> </ul>
<b>Stakeholder management</b>	<ul style="list-style-type: none"> <li>Through participation in relevant forums and by working with and through others build and maintain effective and collaborative relationships across GRV to enhance track safety initiatives.</li> <li>Build and maintain strong, collaborative relationships with Club Managers and Track Curators Provide support to Club track curatorial teams in use of diagnostic equipment and uploading data to GRV.</li> </ul>	<ul style="list-style-type: none"> <li>Club teams up to date with correct use of diagnostic equipment and procedures.</li> <li>Internal and external customer feedback.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Regularly attend and actively contribute to team meetings.</li> <li>Actively contribute to the ongoing initiatives in the team.</li> <li>Undertake any other reasonable tasks as directed by management.</li> </ul>	<ul style="list-style-type: none"> <li>Continuous improvement outcomes</li> <li>Internal and external customer feedback.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Ensure knowledge of relevant policies, procedures, guidelines, and work methods is actively maintained.</li> <li>Complete all mandatory and scheduled training as requested.</li> </ul>	<ul style="list-style-type: none"> <li>GRV policy, procedures, and guidelines compliance.</li> <li>Mandated and scheduled training up to date.</li> </ul>
<b>Safety and Wellbeing</b>	<p>As an employee:</p> <ul style="list-style-type: none"> <li>Take care of your own health, safety, and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace.</li> <li>Understand responsibilities and accountabilities of yourself and others in accordance with OH&amp;S legislation and GRV policies.</li> <li>Promote an open and active safety management and wellbeing culture.</li> <li>Maintain a safe working environment within your area of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Role model safe work practices always.</li> <li>Actively support and promote safety and wellbeing.</li> <li>Incidents, accidents, and hazards reported as soon as possible.</li> </ul>

PERSON SPECIFICATION
<b>Education, Qualifications / Experience</b>
<ul style="list-style-type: none"> <li>• Certificate III in relevant area such as Sports Turf Management or Business Administration.</li> <li>• Valid driver licence.</li> </ul>
<b>Skills, Knowledge, and Attributes</b>
<b>Personal Attributes:</b> <ul style="list-style-type: none"> <li>• Strong customer service focus.</li> <li>• Ability to effectively work both as part of a small team and alone as required.</li> <li>• Ability to remain professional under pressure.</li> <li>• Strong appreciation of rules and regulations and an affinity for compliance.</li> <li>• Proven team player across organisational lines.</li> </ul>
<b>Knowledge and Experience:</b> <ul style="list-style-type: none"> <li>• Experience in quality data entry, data analysis and reporting.</li> <li>• 3+ years' experience in a busy and varied administrative role with extensive internal/external customer.</li> <li>• Experience with track or playing turf and/or sand surface preparation and diagnostics (desirable).</li> <li>• Knowledge and understanding of greyhound, thoroughbred or harness racing (desirable).</li> </ul>
<b>Skills:</b> <ul style="list-style-type: none"> <li>• Demonstrated organisational, time management and prioritisation skills with excellent attention to detail.</li> <li>• Demonstrated effective stakeholder service skills required, at times in challenging situations.</li> <li>• Demonstrated skills in working effectively with colleagues and stakeholders at all levels.</li> <li>• Excellent oral and written communication skills with the ability to prepare reports.</li> <li>• Data entry and records management skills.</li> <li>• Advanced level MS Office.</li> </ul>
<b>Inclusion, Diversity &amp; Belonging Statement</b>
<p>Greyhound Racing Victoria is committed to building a workplace that not only respects but embraces difference and sees diversity as an essential part of our success. GRV is an organisation that is driven by values and strives for a culture of inclusion where all people feel respected, valued, listened to, inspired and that they belong.</p>

Position description accepted by:

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_