



POSITION TITLE: EQUINE HEALTH & WELFARE COORDINATOR

LOCATION: HRA Head Office
Flemington (Melbourne), Victoria, Australia.

POSITION PURPOSE:

Reporting to the Chief Executive (CE), the Equine Health and Welfare Officer will assist in the development, implementation and coordination of Harness Racing Australia's (HRA) equine health and welfare strategies designed to continually improve welfare outcomes for Standardbred horses.

The Equine Health and Welfare Officer will manage the horse clearance functions as well as contributing significantly to HRA's equine health and welfare strategy, legal obligations, external relationships and the proactive communication and promotion of these activities across the community via digital platforms.

FUNCTIONAL AREAS:

The Equine Health and Welfare Officer is responsible for the following functional areas and activities of HRA:

- ◆ Policy Development and Benchmarking
- ◆ Benchmarking and Monitoring Industry Performance
- ◆ Data Input, Data Management and Data Interpretation
- ◆ Horse Clearances
- ◆ Promotion of Industry Activities and Initiatives
- ◆ Coordination of Digital Media Content and Messaging
- ◆ Collaborate on Equine Health & Welfare Research Projects
- ◆ Maintenance of Relationships and Liaison with HRA Members and Other External Bodies

- ◆ Represent HRA at Relevant Events and Forums
- ◆ General Administration & Office Operations

SPECIFIC RESPONSIBILITIES:

- ◆ Continuously review industry equine health and welfare policies in the context of balancing industry need and contemporary community expectations
- ◆ Collaborate with stakeholders to build on existing initiatives and develop new policies which advance welfare outcomes for Standardbred horses
- ◆ Manage and interpret data from:
 - Injury & Incident Databases
 - Clearances
 - Internal benchmarking exercises
 - Standardbred Lifecycle Reports (De-Registration)
 - Retirement Programs and Activities
- ◆ Promote and educate the community on industry health and welfare initiatives/activities via new and traditional media platforms, as well as representation at events and forums
- ◆ Collate, coordinate and prepare equine health and welfare content for a digital media 'hub' and industry publications
- ◆ Build strong relationships among HRA Members and liaise with animal welfare organisations
- ◆ Internal benchmarking, performance monitoring and recommendations for improved performance on identified equine health and welfare issues
- ◆ Development and continuous improvement of internal systems
- ◆ Effectively manage a budget

PROFESSIONAL & PERSONAL ATTRIBUTES:

To be successful in this role, the Equine Health & Welfare Coordinator will need to possess:

- ◆ Excellent presentation skills
- ◆ Excellent written and oral communication skills

- ◆ Strong relationship and stakeholder management across a broad range of organisations and people
- ◆ Experience in policy development and implementation
- ◆ Experience in the implementation of social media and communication strategies
- ◆ Ability to multi-task and prioritise effectively in an environment often characterised by pressure and short timeframes
- ◆ High level computer skills with excellent Microsoft Excel knowledge
- ◆ A demonstrated ability to work unsupervised
- ◆ A strong work ethic and a high level of integrity
- ◆ A will to learn and grow professionally and personally

High energy, resilience, tenacity and ethics contribute to success in this highly sought after role.

DESIRABLE REQUIREMENTS:

- ◆ Role related qualifications preferred
- ◆ Equine and or racing industry knowledge

ORGANISATIONAL RELATIONSHIPS:

- ◆ Reports to the Chief Executive
- ◆ HRA Members, being the thirteen State Controlling Body's and Clubs

DEADLINES:

- ◆ Executive Reports
- ◆ Annual Report

EXTERNAL RELATIONSHIPS:

- ◆ HRA service providers (eg. Information Technology, insurance broker)

SPECIAL CIRCUMSTANCES:

An expectation to travel locally and or interstate, work out-of-hours and attend industry related events when required.

OTHER:

Satisfactory completion of police and background checks.