

POSITION DESCRIPTION: 020/RO/09

POSITION DETAILS		
Title: Handicapper	Division: Racing Operations	Classification: Permanent Full Time
Incumbent:	Role:	Location:
Vacant	Regulatory	Bankstown
Supervisor:	Subordinate Staff:	Approved:
Racing Manager, Regulatory	Nil	March 2009

PURPOSE STATEMENT

HRNSW is a not-for-profit body corporate established under NSW legislation for the purpose of developing and managing harness racing activities in NSW.

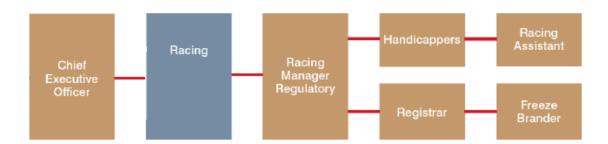
The organisation is responsible for determining and implementing policies to further the strategic commercial development of harness racing and administer a regulatory regime that ensures the integrity and fairness of racing.

The Racing Operations Division is responsible for the handicapping and field selection of registered NSW harness race meetings.

The principle focus of the position is to undertake handicapping and field selection for all NSW harness races and provide customer service as a member of the Racing Operations Division.

ORGANISATION DETAILS

Reporting Relationships:



Integrity & Probity Requirements:

The position of Handicapper has integrity and probity requirements for which the following conditions apply:

- A Probity Assessment undertaken through NSW Police.
- Completion of a Pecuniary Interests Declaration.
- A prohibition on betting, gambling and the ownership in full or part of a standardbred racing in NSW.

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SELECTION CRITERIA

Essential:

Skills

- Advanced ability to analyse data and to draw appropriate conclusions.
- Self motivated and ability to work within tight deadlines and with a high degree of accuracy.
- · Superior written and verbal communications skills.
- Commitment to customer service and satisfaction as measured by the deliverables of the overall Racing Operations Division.
- High level of computer literacy including advanced use of Internet technologies.
- Commitment to working in a team environment and adherence to the HRNSW Staff Policy Manual and Code of Conduct.

Experience

- Thorough knowledge of Australasian handicapping and field selection procedures.
- Thorough knowledge and understanding of Australian handicapping regulations.
- Thorough knowledge and understanding of the Australian Rules of Harness Racing.

Desirable:

Knowledge of/experience in not for profit sector.

Additional:

- Some out of usual business hours and on call work may be required including attendance at social functions, speaking
 engagements representing HRNSW.
- Undertake relevant and appropriate multi-functional duties as required.
- Undertake interstate/intrastate travel and attend race meetings where required.
- Possession of a current NSW Driver's Licence is essential.

KEY RESULT AREAS		
Leadership / Teamwork	Support Board and Senior Management decisions and ensure that all commitments made are followed through.	
	Maintain a positive and constructive attitude that promotes confidence and teamwork.	
	Displays willingness to assist others, shares knowledge openly, cooperates and supports the team.	
	Is always receptive and open to feedback.	
Handicapping	Undertake the handicapping and field selection of all NSW harness races in compliance with HRNSW racing policies and procedures.	
	Ensure the accurate loading of nominations on computer systems and recording of fields and other relevant racing information on the HRNSW recording service.	
	Approve and load all race programs to the Internet and other communication/distribution channels in accordance with HRNSW racing policies and procedures.	
	Advise the Manager, Racing Operations of handicapping and programming issues, and in association with the Racing Manager, devise policy and initiatives for their resolution.	
Customer Service	Ensure the provision of user-friendly customer service to clubs and participants on handicapping, nominations and field selection issues.	
	Provide advice and guidance to clubs on ways to optimise field size as well as improve the quality of racing.	

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Delivery of Results	Review and evaluate tasks and processes to facilitate continuous improvement, and make recommendations to the Manager, Racing Operations on possible improvements and remedial action.
	Ensure that HRNSW is measurably advancing towards best practice standards in its handicapping and customer service operations.
Communication and Relationship Management	Ensure an open, positive, respectful and constructive style of communication in all interactions and engage key stakeholders in meaningful and sustainable relationships.
	Contribute to national activities and ensure coordination of local processes and activities.
	Professionally represent HRNSW at the local, State and National level as required.
	Ensure confidentiality and discretion is exercised in all HRNSW activities.
	Encourage regular feedback from staff regarding the approach to programs and projects.
Occupational Health & Safety	Participate in the ongoing improvement of OH&S plans and procedures and visibly and constantly support implementation in your area.
	Ensure that all employees in your area are fully aware of safety plans and expectations, and that they are actively encouraged to participate and contribute.
	Shows evidence of reasonable steps taken to comply with HRNSW OH&S guidelines.
	Ensure that action is taken in identifying hazards, assessing risk, and reporting incidents
	Demonstrate an appropriate duty of care.

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