



POSITION DESCRIPTION: 020/RO/09

| POSITION DETAILS | | |
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| Title: Handicapper | Division: Racing Operations | Classification: Permanent Full Time |
| Incumbent: Vacant | Role: Regulatory | Location: Bankstown |
| Supervisor: Racing Manager, Regulatory | Subordinate Staff: Nil | Approved: March 2009 |
| PURPOSE STATEMENT | | |
| <p>HRNSW is a not-for-profit body corporate established under NSW legislation for the purpose of developing and managing harness racing activities in NSW.</p> <p>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.</p> <p>The Racing Operations Division is responsible for the handicapping and field selection of registered NSW harness race meetings.</p> <p>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.</p> | | |
| ORGANISATION DETAILS | | |
| <p>Reporting Relationships:</p> <pre> graph LR CEO[Chief Executive Officer] --- Racing[Racing] Racing --- RMR[Racing Manager Regulatory] RMR --- HC[Handicappers] RMR --- Reg[Registrar] HC --- RA[Racing Assistant] Reg --- FB[Freeze Brander] </pre> | | |
| <p>Integrity & Probity Requirements:</p> <p>The position of Handicapper has integrity and probity requirements for which the following conditions apply:</p> <ul style="list-style-type: none"> • 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. | | |

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

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

Position Description: Handicapper

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