



Race Meeting Officer

- Permanent – Part Time
- Experienced, reliable, motivated person required
- Based at HRQ Offices at Albion Park
- Salary commensurate with experience

Harness Racing Queensland (HRQ) requires an experienced person with the necessary skills to undertake the permanent – part time position of Race Meeting Officer based at Albion Park with a requirement to attend other southeast Queensland harness racing venues for race meetings when required.

Responsibilities and skills in this interesting role will include but not limited to the following:

- Co-ordination of racing operational activities relating to race meetings and official trials
- Operational race day set up tasks
- Control of the race day office
- Totalisator and cash handling supervision
- Totalisator and casual staff rostering
- Processing of reports to HRQ and other agencies
- Financial reconciliations
- Publication of race books
- Regulatory compliance
- Administrative support
- Liaison with HRQ Integrity Officers
- Liaison with Club Committees
- Essential that applicants are competent in all aspects of Microsoft Office suite including Word and Excel as well as a working knowledge of Microsoft Publisher

- An understanding of Harvey, the harness racing national database is also desirable

The position involves attendance at rostered race meetings.

The position reports to the Manager – Racing Operations.

The position description is available on the national industry website at <http://www.harness.org.au/qld/qldindustry.htm>

Applications and CV in confidence to:

Manager – Racing Operations
Harness Racing Queensland
PO Box 252
ALBION BC 4010
or
info@qld.harness.org.au

Applications close Friday 24 July 2009 at 4:30pm.



POSITION DESCRIPTION

Race Meeting Officer
Permanent – Part Time

Job Title	Race Meeting Officer
Incumbent	TBA
Reporting To	Manager – Racing Operations
Division	Racing Operations
Date	8 July 2009

Job Purpose

The Race Meeting Officer is responsible for all the race day operational functions of the Club, or Clubs, in accordance with the race meeting roster.

Reporting Relationships

This position reports to the Manager – Racing Operations.

Nature and Scope

- The Race Meeting Officer is responsible for controlling the operational responsibilities of the clubs leading up to, during, and after assigned race meetings, and where appropriate, official trials.
- The position will require the Race Meeting Officer to attend all rostered race meetings and trials. This also includes all operational preparation for race meetings and reporting and reconciliation at the conclusion of race meetings. These responsibilities include operational racing tasks, totalisator management and publication of race books.
- The role will also include attendance at Harness Racing Queensland (HRQ) offices to attend to operational responsibilities relating to the conduct of race meetings where appropriate.
- This role does not include responsibility for catering, beverage, sponsorship, promotions, marketing and gaming.

Key Accountabilities

1. Race Meetings and Official Trials

The Race Meeting Officer will be responsible for all operational aspects for rostered race meetings and official trials, this includes reporting and reconciling to HRQ and other relevant parties.

<p>2. Administrative Skills</p> <p>Competent in all aspects of Microsoft Office suite including Word and Excel as well as a working knowledge of Microsoft Publisher. An understanding of HarVey, the harness racing national database is desirable.</p>
<p>3. Race Day Setup and Operations</p> <p>The Race Meeting Officer will co-ordinate all operational activities involved in the preparation of the racecourse, including totalisator and publication of race books. The Race Meeting Officer will also manage the rostering and activities of the casual staff that work on race days.</p>
<p>4. Financials</p> <p>The Race Meeting Officer will be responsible for the reconciliation of financial and totalisator reporting to HRQ Finance and Administration at the conclusion of each race meeting. Input and assistance from HRQ will be provided to ensure all protocols are achieved.</p>
<p>5. Promotions and Events</p> <p>Liaise with the commercial arm of HRQ to facilitate various promotions and events where required but no responsibility for the delivery of the promotion or event.</p>
<p>6. Office Support</p> <p>Control the club office functions where rostered, including providing administrative support when required.</p>
<p>7. Regulatory Compliance</p> <p>Ensure compliance with all relevant regulations and statutory requirements (eg OH&S standards and Purchasing Policies) in order to minimise risk to exposure and liabilities.</p>

Relationships

Immediate Superior: Manager – Racing Operations

Liaise with Licensees, HRQ Departments, Clubs, Contractors and Service Providers.