



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Chief Executive</b>
<b>LOCATION:</b>	Flexible Location
<b>DIRECTLY RESPONSIBLE TO:</b>	HRA Executive
<b>DATE APPROVED:</b>	August 2025
<b>APPROVED BY:</b>	HRA Executive

### ORGANISATIONAL ENVIRONMENT:

Harness Racing Australia Inc. (HRA) is the peak body for the sport of harness racing in Australia, whose object is to promote the harness racing industry, advocate for, and, assist Members to effectively carry out their powers and obligations under their respective constitutions and Incorporating Statutes.

HRA is the national co-ordination point between members for national projects; the uniformity of rules and regulations; feature race calendar; Group Racing; feature events; identification, naming and registration of horses; and the operation of the Australian Trotting Stud Book.

A membership-based organisation, the HRA Membership, consists of six State Controlling Bodies and the Principal Club in five States. A seven-member Executive (Board) consists of the Chair from each of the State Controlling Bodies (SCB's), plus an Independent Chair elected by the Members.

HRA is a member of the International Trotting Association, contributing to the international trotting agenda with participation in the World Trotting Conference and related activities within the associated Committee structure.

HRA supervises various events including The TAB Eureka, Ladbrokes Inter Dominion Championships, Grand Circuit, Trotting Masters and various Driving Championship competitions.

HRA is committed to continuous improvement of integrity, health and welfare functions, including biosecurity and traceability enhancements, which play a significant role in maintaining the industry's social license, and the collective responsibilities, both on and off the track, during and after racing.

### HARNESS RACING INDUSTRY:

More than 48,400 individuals are involved in the process of producing and preparing Standardbreds for racing in Australia, creating 19,000 jobs (40% of them in regional Australia) and contributing more than \$1,421 million in value added to Australia's Gross National Product.

The industry conducts 14,727 races per year nationally, providing \$155 million in prizemoney and over \$2.2B in wagering turnover.

### POSITION PURPOSE:

Lead the national peak body through collaboration with the Executive, Members, government and stakeholders to effectively advance the harness racing industry and safeguard its sustainability.

## MAJOR ACCOUNTABILITIES:

### Management of National Stakeholder Environment:

- Build trusted and collaborative relationships that foster and promote industry and public confidence.
- Adopt and maintain appropriate governance structures and committee activities to develop a shared vision on major industry topics at a local, national and international level.
- Co-ordination and promotion of uniform integrity functions including industry rules, regulations and policies.
- Proactively engage in government policy development which advocates the interests of the harness racing industry, or recognises the balance between industry practices and community expectations, via lobbying, submissions, forums and membership initiatives.
- Manage and maintain the integrity of the Australian Trotting Stud Book in keeping with international best practice.
- Successful planning, execution and evaluation of HRA aligned events in partnership with Hosts, with particular focus on the objective of maximising event awareness, brand recognition and partner satisfaction (eg. Slot Holders for The TAB Eureka).
- Provide assistance, experience and data for Member driven initiatives at a local level when required.

### People and Culture:

- Actively promote a culture that encompasses the highest ethical standards and most effective ways to achieve effective outcomes and develop staff.
- Provide strong leadership and model effective behaviors and skills.
- Ensure contemporary human resource management practices.

### Governance, Operations and Risk Management:

- Optimise HRA's financial performance through:
  - solid financial, governance and administrative systems.
  - Effective management of budgets to achieve agreed financial goals and objectives.
  - Ensure assets and infrastructure are well maintained and managed.
- Provide authoritative and expert advice to the Board and its Directors on matters including regulatory, risk and compliance matters, policy and program development, management practices and organisational performance.
- Ensure compliance with all statutory obligations.

### Customers and Relationship Management:

- Develop and maintain strong and effective working relationships with members and key stakeholders at a local, national and international level.
- Identify opportunities to grow Australian harness racing product in new markets.
- Represent HRA at a range of external forums including government, industry, corporate partnerships and community initiatives.

## RELATIONSHIPS AND AUTHORITY:

### Responsible to the Chair and Executive of HRA for:

- Collaborating with the Executive to ensure that decisions, policy and industry issues are brought

to notice, resolved and implemented.

- Liaising with stakeholders to administer matters as required;
- Administering and managing the organisation and resources subject to the direction of the Executive, agreed policy positions and governance structures.
- Executing decisions on expenditure as per authorised delegations.

Direct Reports:

- Head of Finance (part-time)
- Head of Racing & Strategy (part-time)
- Head of Health, Welfare and Traceability
- Central Services Hub Leader

**PERSONAL ATTRIBUTES:**

- Dynamic leader.
- Effective negotiation and influencing skills with both internal and external stakeholders and customers;
- Refined strategic and analytical skills.
- Politically astute.
- Ability to:
  - engage and develop lasting positive relationships with customers and stakeholders
  - identify and capitalise on opportunities
  - navigate complex issues to find innovative and pragmatic solutions that fulfil the strategic and policy positions of the organisation
  - manage diverse opinions and competing priorities.
- Outstanding communication, negotiation and presentation skills.
- Racing experience is desirable.
- Experience with member-based organisations is an advantage.
- IT and Business Management skills are an advantage.