

Role Description

Manager, Racing Integrity



Agency	Greyhound Welfare and Integrity Commission
Division/Branch/Unit	Race Day Operations & Integrity
Location	Sydney or Bathurst
Classification/Grade/Band	Clerk Grade 11/12
Role Number	000XXXX
ANZSCO Code	139999
PCAT Code	1119192
Date of Approval	April 2022

Agency overview

The Greyhound Welfare and Integrity Commission (GWIC) is an independent statutory body, constituted by the *Greyhound Racing Act 2017*. GWIC is responsible for the supervision and regulation of the NSW greyhound racing industry, including upholding high animal welfare standards, overseeing the integrity of greyhound racing, and monitoring and enforcing compliance with its regulations.

The GWIC plays a vital role in rebuilding and maintaining trust in the NSW greyhound racing industry through the development and implementation of an enforceable code of practice for greyhound welfare, review of the Greyhound Racing Rules, development and operation of whole of life cycle tracking system for greyhounds and a comprehensive licensing and accreditation scheme for industry participants.

Primary purpose of the role

Lead a team of staff to ensure the highest standards in racing integrity are being met thereby making GWIC the leading racing controlling body in Australia. The Manager, Racing Integrity will oversee the Commission's racing integrity, intelligence and investigation functions. The role will evaluate issues and recommend actions to ensure that greyhound racing is conducted fairly and in accordance with the *Greyhound Racing Act 2017*, Rules of Racing, and relevant Commission policies and procedures.

The primary purpose of the role is to lead the Commission's anti-race fixing focused compliance programs and investigations including the Commission's anti-doping regime, wagering analysis and other intelligence led anti-race race fixing efforts.

Key accountabilities

- Lead and directly manage the Commission's complaint assessment function to ensure that the Commission focuses its investigative resources to best effect.
- Lead and directly manage the Commission's intelligence gathering and analysis function and as a result of these processes develop and lead the Commission's proactive compliance programs designed to achieve the highest possible levels of compliance within the industry.
- Develop target compliance programs designed to deliver high-level compliance with anti-doping and other anti-race fixing rules and laws.

- Oversee and manage the conduct of reactive investigations undertaken by the Commission.
- Coach, mentor the Commission's inspectors in the conduct of investigations.
- Be the key liaison between the Commission and the NSW Police and other investigative agencies in relation to investigations and inquiries being undertaken by the Commission.
- Monitor the greyhound racing industry in NSW to ensure it operates with the highest integrity thereby maintaining community confidence in the sport from a wagering and welfare perspective.
- Develop and maintain strong relationships with the Commission's frontline staff (Stewards and On-Track Veterinarian), racing clubs, racing officials to facilitate information and intelligence sharing.
- Lead change within the industry to ensure the Commission provides proactive leadership, responds quickly to a changing environment and delivers effective outcomes for Government, industry and the community.
- Cultivate strong and lasting relationships with the greyhound racing industry to influence the sustained improvement in racing integrity.
- Represent the Greyhound Welfare and Integrity Commission as required on committees, working groups industry and stakeholder forums.
- Work effectively with the Chief Inspector and Deputy Chief Steward in effective and efficient resource allocation.

Key challenges

- Meeting tight deadlines for the completion of investigations utilizing staff from other business units of the organization
- Substantial intelligence gathering across a number of aspects of racing
- Ensuring that the actions and activities of the Integrity team promote the principles of the Commission at all times.
- Maintaining a thorough knowledge of legislation, rules, policies, procedures, codes of practice and emerging trends relating to the greyhound racing industry.
- Demonstrating a high level of integrity, sensitivity, discretion and objectivity when leading investigations and presenting recommended actions.

Key relationships

Who	Why
Internal	
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Provide specialist advice and expertise regarding key welfare and integrity standards, systems and protocols • Work collaboratively to develop strategies and determine prioritisation of activities of the Commission
Director, Race Day Operations & Integrity	<ul style="list-style-type: none"> • Provide briefings and /or instructions regarding inquiries, appeals and other legal proceedings (including evidentiary briefs and exhibits)
Chief Inspector	<ul style="list-style-type: none"> • Work closely with the Chief Inspector regarding the allocation of resources required to complete reactive investigations and undertake proactive integrity programs
Anti-Doping Co-ordinator, and Wagering Analyst	<ul style="list-style-type: none"> • Performance manage, provide direction, inform and consult and receive advice on administrative and technical matters relating to the planning and execution of inspection and integrity function

Other team leaders and managers

- Collaborate in relation to shared strategies/activities, support, inform and contribute to broader planning/management

External

NSW Police

Build and maintain effective working relationships and networks to facilitate appropriate information sharing

- Liaise broadly on greyhound welfare, integrity and regulatory matters; Collaborate on complementary initiatives
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Greyhound Racing NSW	<ul style="list-style-type: none"> • Build and maintain effective working relationships and networks to facilitate appropriate information sharing
Office of Racing, Department of Industry	<ul style="list-style-type: none"> • Liaise broadly on greyhound welfare, integrity and regulatory matters; Collaborate on complementary initiatives
Controlling bodies, regulators, law enforcement agencies, Racing Clubs, Industry Participants and other Stakeholders	<ul style="list-style-type: none"> • Promote the Commission's approach to ensure integrity of the sport and awareness of welfare responsibilities
Industry participants	<ul style="list-style-type: none"> • Build and maintain effective working relationships and networks to facilitate appropriate information sharing; Ensure the reputation and integrity of the NSW greyhound industry
External Counsel	<ul style="list-style-type: none"> • Provide briefings and /or instructions regarding inquiries, appeals and other legal proceedings.

Role dimensions

Decision making

- Manages and coordinates teams undertaking integrity activities and investigations, ensuring that services are delivered in a transparent and timely manner, within the allocated program budget.
- Coordinate and schedule investigation activities in consideration of allocated resources; other planned work; the nature of the activity, and the potential impacts of unplanned activities.
- Guided by legislation, Departmental policies and procedures, Australian and International Standards and industry guidelines.

Reporting line

Director Race Day Operations & Integrity

Direct reports

Up to 5 or 6

Budget/Expenditure

\$2.5m p.a.

Essential requirements

- Relevant tertiary qualifications and/or significant industry experience within a regulatory environment.
- Significant experience and expertise in leading an agency's complaint assessment, intelligence and investigative functions.
- Incumbents will also need to meet requirements to be appointed as an Inspector under the Greyhound Racing Act 2017. Under Section 68 of the Greyhound Racing Act 2017 you are ineligible for appointment as an inspector of the Greyhound Welfare and Integrity Commission if you are or have at any time been;
 - a greyhound racing industry participant, or
 - a proprietor of a greyhound trial track, or
 - a racing official or a member of a greyhound racing club, or
 - a Director of the Board, or
 - a member of GRNSW as constituted under the former Act, or
 - a member of staff of GRNSW, or

a person belonging to a class of persons prescribed by the regulations.

- Employees of the Greyhound Welfare and Integrity Commission will be required to sign a conflict of interest form. You may be precluded from consideration for this position if any private interest or relationship constitutes a conflict of interest under the Commission's Conflict of Interest Policy, guideline and procedures that cannot be reasonably managed.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievements Actively seek, reflect and act on feedback on performance Translate negative feedback into an opportunity to improve

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Maintain a high level of personal motivation • Take the initiative and act in a decisive way • Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial win/win outcomes • Show sensitivity and understanding in resolving acute and complex conflicts • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Pre-empt and minimise conflict within the organisation and with external stakeholders
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>outcomes are achieved within budget</p> <ul style="list-style-type: none"> • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives