

**Horse Racing Division**  
**Position: Racing Executive Officer**

**Scope of Duties/Responsibilities**

The **Racing Executive Officer** will be responsible to the Head of Horse Racing of the Horse Racing Division (HRD) of the Gambling Regulatory Authority (GRA) for the following duties:-

1. To contribute in enhancing the overall effectiveness of the Horse Racing Division of the GRA;
2. To chair/assist race meetings including directing and managing race day officials;
3. To conduct race day and non-race day enquiries;
4. To prepare reports for all enquiries and including race day meeting report;
5. To present evidence at Appeals;
6. To provide sound advice to the Head of Horse Racing Division;
7. To implement and work within the HRD Rules of Racing and Directions of the GRA Act 2007;
8. To report all non-compliance issues to the Head of Horse Racing Division;
9. To liaise with Stipendiary Stewards to ensure a harmonious working relationship;
- 10 To co-ordinate human and equine sampling;
- 11 To ensure implementation of stable security measures;
- 12 To co-ordinate with heads of departments to meet the requirements for the HRD;
- 13 To ensure the development and delivery of relevant range of services and systems across the Horse Racing Division;
- 14 To carry out the duties of a Clerk of Scales on race days that includes the pre and post-race weighing of riders;
- 15 To carry out Handicapper duties and conduct track inspections;
- 16 To carry out the duties of a Judge on race days that includes declaring the result of a race, including separating margins and race time plus other associated duties; and
- 17 To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Racing Executive Officer in the roles ascribed to him.

**Selection/qualifications criteria**

The successful applicant will have:

- Strong written and verbal communication skills;
- Strong interpersonal skills and the ability to build effective relationships across all levels;
- Knowledge of thoroughbred racing including 10 years previous experience;
- Sound Knowledge of the Rules of Racing and wagering;
- The ability to operate with absolute discretion and confidentiality;
- To demonstrate ethical behavior and integrity as required by the GRA;
- To be proficient in Microsoft package;

Note: Selected candidate will be required to work outside normal hours including public holidays, Saturdays and Sundays.