



Position Description:	Racing Administration Cadet
Department / Location:	Racing Department, 240 Morphett Road NORTH PLYMPTON SA
Position Reports to:	TBC
Role Reviewed:	30 November 2020

Overview of the Role

(Brief summary position of role)

- To join the Racing Department to work across all areas of the department including programming, handicapping and industry relations.
- Demonstrates commitment to TRSA Employee Values which include Health Safety & Wellbeing, Ethical Behaviour and Service of Customers.
- Adherence to TRSA Operational Policies

Key Responsibilities / Accountabilities (4 - 6 points)

(Specific tasks should be individualised in setting SMART Goals)

Learn and implement best practice Thoroughbred Racing Handicapping protocols

Learn and implement best practice Thoroughbred Racing programming including race types and race meeting scheduling.

Liaise with racing industry stakeholders to implement growth strategies.

Attend race meetings across South Australia to perform raceday duties as required including but not limited to Judging and Clerk of Scales

Essential Minimum Requirements

- Professional conduct that upholds the integrity of the thoroughbred racing industry
- Interest in horse racing.

Desirable Characteristics

Educational / Vocational qualifications

- Be willing to undertake appropriate formal training as agreed while also participating in on the job training.

Personal abilities / aptitudes

- Ability to manage multiple tasks
- Strong interpersonal skills
- Ability to think laterally and independently

- Strong Problem solving skills
- Willingness to learn
- The ability to work both independently and as part of a team.

Knowledge and Experience

- An interest and understanding of the racing industry will be well regarded.
- Sound computer literacy skills.

General Employment Conditions

Working Hours

- Hours of work are generally 8.30am – 5.00pm with an hour for breaks.
- Weekend and after hours work will be required from time to time as agreed with Manager.
- Rostered Days off are accrued where work is undertaken on a Saturday or Public Holiday
- Work undertaken on a Sunday will be a paid at the Sunday rate.

TRSA is committed to providing employees with flexible working arrangements, as such alternative arrangements may be made with your direct Manager.

Working Relationships

Internal – Most frequent Contacts:	Nature / Purpose of Contact:
• Chief Operating Officer (COO)	• Reports to on Daily basis
• Chairman of Stewards (or delegate)	• Liaison/Collaboration
• Marketing and Comms	• Liaison/Collaboration
• Stewards & Racing Department	• Liaison/Collaboration
• Racing Industry Participants	• Liaison/Collaboration
External – Most frequent Contacts:	
• Racing Clubs	•
• General public	•

Application details

To apply for this position, please send a resume and accompanying cover letter to Vaughn Lynch, Chief Operating Officer, Thoroughbred Racing South Australia:
vlynch@theracessa.com.au

For a confidential conversation regarding this position, please contact Vaughn Lynch (08 8179 9895)

<i>Prepared By: Vaughn Lynch</i>	<i>Title:</i>	Chief Operating Officer
<i>Signature:</i>	<i>Date:</i>	23/10/2020

<i>Approved by CEO: Nick Redin</i>	<i>Title:</i>	CEO
<i>Signature:</i>	<i>Date:</i>	23/10/2020