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## POSITION DESCRIPTION

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<b>Position:</b>	Senior Handicapper
<b>Location:</b>	Petone, Wellington
<b>Business Area:</b>	Raceday Operations
<b>Group:</b>	Racing and Operations
<b>Reporting to:</b>	General Manager Racing
<b>Delegated Authority:</b>	Nil
<b>Staff Responsibilities:</b>	Nil
<b>Issue date:</b>	January 2020

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### Our Role

New Zealand Thoroughbred Racing (NZTR), is the governing body of the thoroughbred racing industry in New Zealand and we represent the interests of thoroughbred industry stakeholders.

NZTR exists to provide the thoroughbred racing industry with leadership and direction by:

- a) Ensuring that the thoroughbred code is effectively administered;
- b) Determining its strategic direction; and
- c) Ensuring its health and competitiveness with other sports and entertainment options.

NZTR is also responsible for developing all racing industry training programmes in New Zealand and operates a number of dedicated apprentice schools across the country.

We are based in Wellington and share the same building as the TAB NZ and Greyhound Racing New Zealand.

Our challenge is to make sure that everything we do meets one simple test - what is best for New Zealand thoroughbred racing.

### Your Role

The purpose of this role is to provide domestic and international handicapping services for New Zealand thoroughbred racing in accordance with the NZTR Handicapping policy, and administrative support with respect to race planning and publication of racing programmes.

## Working Relationships

Internal	External	Boards and Committees
<ul style="list-style-type: none"> <li>▪ Managers and employees of NZTR</li> <li>▪ National Racing Bureau</li> <li>▪ Racing Administration team</li> </ul>	<ul style="list-style-type: none"> <li>▪ Industry organisations such as clubs and stakeholders – trainers, owners and jockeys</li> <li>▪ Raceday Control</li> <li>▪ Racing Integrity Unit</li> </ul>	<ul style="list-style-type: none"> <li>▪ Handicapping Review Group</li> <li>▪ Regional Programming Committees</li> </ul>

## Key accountabilities

Key result area	Accountabilities
<b>Senior Handicapping/Race Planning</b>	<ul style="list-style-type: none"> <li>▪ Analyse field information, verifying horse eligibility and confirming the form of each horse.</li> <li>▪ Individually assess each horse against the Handicapping Policy and rating based handicapping system.</li> <li>▪ Allocate the weights of each horse and analyse weight in relation to the overall field.</li> <li>▪ Release weights to the Bureau and liaise with them to establish the final field for racing.</li> <li>▪ Communicate tactfully and precisely with industry participants in a timely manner.</li> <li>▪ Prepare and deliver statistical analysis for NZTR and industry participants.</li> <li>▪ Monitor racing meetings under your control to ensure penalties and ballot conditions are updated prior to the final field being declared.</li> <li>▪ Ensure the Rules of Racing relating to Handicapping and the Handicapping Policy are upheld at all times.</li> <li>▪ Evaluate all Group and Listed races in NZ and apply international ratings and represent NZ with respect to the subsequent confirmation of those ratings by various international handicapping panels.</li> <li>▪ Attend regional programming meetings when required and contribute to race planning and programming policy and discussion.</li> <li>▪ Provide administrative support to the Regional Programming Chairs to prepare for programming meetings and produce programming publications.</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>▪ Regularly evaluate and make recommendations for process improvement.</li> <li>▪ Action or communicate safety issues to management or employee reps in a timely manner.</li> </ul>

- Other general administration functions, as and when required.
- Training and development**
  - Assist in the training and development of the Cadet Handicapper and new staff as required.
- NZTR Health and Safety**
  - Ensure health and safety procedures, policies and practices are implemented, followed and understood.
  - Follow all instructions at all times as issued by the NZTR Health and Safety representative from time to time.

### **Person Specification**

- Demonstrate the ability to manage self through excellent prioritising, planning and organisational skills.
- Demonstrate clear, concise and effective interpersonal communication skills both in written and verbal.
- Demonstrate ability to make considered decisions and take action on matters.

### **Attributes/Success Factors**

- High levels of customer service, with an appreciation for the needs of the customers of New Zealand Thoroughbred Racing.
- A focus on delivering exceptional customer service.
- Work in partnership with peers.
- Model an effective partnering style in the business, and collaborates with other team and key internal relationships in the business.
- Demonstrate and deliver results.
- Value people and their contributions and respect their differences.
- Model own personal commitment to business changes and continual improvement.
- Adapt process in response to changing objectives and organisational needs.
- Use technology to improve business operations and customer service.

### **Other Requirements**

- Relevant tertiary qualifications are desired but not essential. The candidate must display a willingness to undertake continuing professional development (NZTR supported).