



NEW ZEALAND THOROUGHBRED RACING

HANDICAPPER
RECRUITMENT BRIEFING PACK

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THOROUGHBRED **RACING**

PUREI HŌIHO NĀTI O AOTEAROA



ABOUT NZTR

New Zealand Thoroughbred Racing (NZTR) is the regulatory and governing authority for the sport of Thoroughbred racing in NZ. We are tasked with ensuring the overall health and successful development of the sport across New Zealand, seeking to enhance its attraction to customers and its position in the sporting and cultural landscape of the country.

Racing contributes \$1.6 billion (0.9% of GDP) to the New Zealand economy and directly employs approximately 10,000 people. When including those who are employed elsewhere in the economy due to activity within the racing industry, this number grows to around 17,000.

More than 50,000 people participate in racing when casual staff, part-time workers and volunteers are included. The largest economic contribution racing makes is in wages and salaries – more than \$768 million is paid every year to employees in racing.

Over \$170 million is generated in export revenue for New Zealand with auction sales alone boosting the economy by more than \$55 million.

The industry is at a turning point as we recover from the COVID-19 pandemic and the new Racing Industry Act assigns responsibility for all aspects of Thoroughbred racing to NZTR.

We therefore expect a period of change as the new industry arrangements bed in and as NZTR's function and role expands.

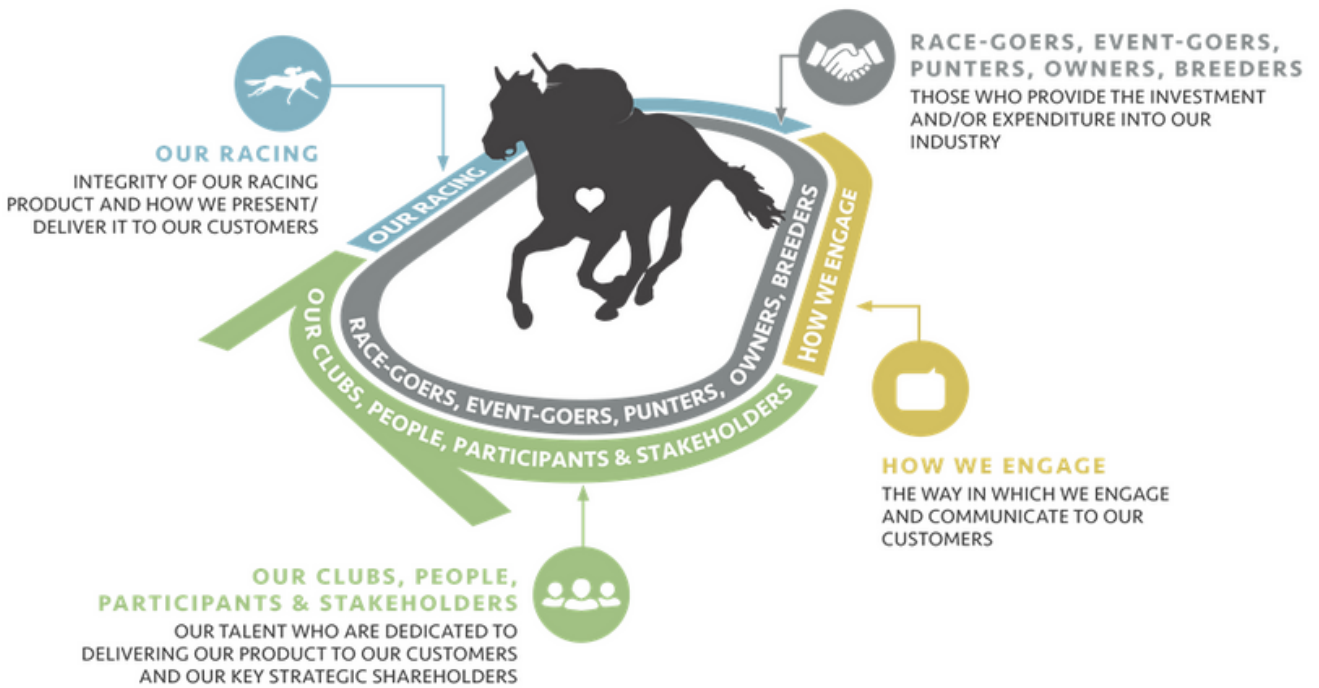
The Racing Industry Act 2020 provides that NZTR's objective is to develop and promote the racing conducted by NZTR.

ABOUT NZTR

The Act provides that the functions of NZTR are:

- to govern racing clubs, racing venues, and participants, including by -
 - monitoring the performance and finances of those racing clubs and racing venues and their approach to managing risks to health and safety under the Health and Safety at Work Act 2015
 - making racing rules (and any amendments to those rules) in relation to racing conducted by the code
 - approving the constitution of a racing club and any amendments to it before the constitution or amendments take effect
 - registering or licensing racing clubs, participants, and horses (as appropriate) in accordance with racing rules made by the code
 - taking measures to ensure adequate representation and involvement of small racing clubs in the code's decision making
- to develop and implement policies that are conducive to the overall economic development of racing conducted by the code and the economic wellbeing of people who, and organisations which, derive their livelihoods from that racing
- to use its resources, including (without limitation) its financial, technical, physical, and human resources for purposes that, in the code's opinion, will directly or indirectly benefit racing conducted by the code
- to develop and implement animal welfare policies in respect of racing conducted by the code
- to distribute revenue received by the code to racing clubs registered with the code
- to manage any assets or surplus venues transferred to the code pursuant to the Act, including (without limitation) by selling or retaining any asset or surplus venue
- to undertake, or arrange for the undertaking of, research, development, and education for the benefit of New Zealand racing
- to enter into commercial agreements with TAB NZ

ABOUT NZTR



— VISION —

Together shaping a *bright future* for our **people**, our *horses*.

— VALUES —

Diversity
Integrity
Community
Opportunity
LOVE RACING
Whanaungatanga



THE ROLE

We have a rare opportunity for a Handicapper to join our Cambridge based team. In this role, you will support the domestic and international handicapping activity for New Zealand Thoroughbred Racing in accordance with the NZ Handicapping policy, analysing field information, verifying horse eligibility, and evaluating each contender against our rating-based system.

Your key responsibility will involve collaborating closely with our Bureau team to finalise race fields, releasing weights, and ensuring adherence to our handicapping standards. You will be at the forefront of statistical analysis for NZTR and industry stakeholders, overseeing racing meetings to uphold penalty regulations and ballot conditions.

Beyond these core duties, you will play a crucial role in elevating the global presence of the New Zealand Thoroughbred Industry. By ensuring optimal International Ratings for locally trained horses, you will actively promote our industry on an international scale. Join us in shaping the future of Thoroughbred Racing in New Zealand and beyond.

We're a small group of enthusiastic and like-minded individuals who share a passion for driving our industry forward. But don't let our professionalism fool you, we love to have a good laugh and know how to have fun. We thrive in a collaborative environment where we learn from each other, share ideas, and always look for new and innovative ways to get the job done.

We're looking for someone who is eager to grow and develop alongside us, and who is just as passionate about fully engaging, supporting their colleagues, and working together as a team. If you're someone who values a fun and engaging work environment, and who is always looking to learn and improve, then we want to hear from you! Join our team and let's work together to drive our industry forward.



SKILLS AND EXPERIENCE

Person Specification

You will epitomise our vision and values, 'Together shaping a bright future for our people, our horses'. Key to success in this role will require the following:

- Strong racing industry background.
- Proven experience (3-5 Years) within a comparable industry or similar capacity.
- Excellent written and verbal communication skills.
- Demonstrated ability to write reports, policies and procedures as well as being proficient in the use of Microsoft Office software for the development of the above.
- Demonstrate ability to build a network of working relationships within an industry.
- Knowledge of relevant NZ legislation pertinent to job responsibilities particularly the Racing Act 2003 and the NZ Rules of Racing.

Priority will be afforded to candidates possessing prior Handicapping experience. However, we encourage all applicants, irrespective of meeting the full criteria, as comprehensive training will be offered.



SKILLS AND EXPERIENCE

Attributes

- Ensures that a positive image is projected for the team, and the organisation.
- Microsoft Suite - Intermediate Level.
- Able to exercise judgement in problem solving.
- Continually look for ways to improve service delivery and business processes.
- Promote a culture of sharing knowledge and ideas within NZTR.
- Promote change within the team/organisation, encouraging innovative ideas to enhance service offering and improve efficiency.
- Continually look for ways to improve analytical data for the business and recognising opportunities to provide new, informative statistics.
- Outward looking – keen to see what others are doing and bring the best into NZTR.
- Proficient at conveying information and ideas clearly and accurately.
- Has strong interpersonal skills and is able to establish and maintain effective and high value working relationships.
- Able to establish and maintain credibility through effective relationships.
- Ability to remain calm under pressure.
- Demonstrated ability to utilise technologies relevant to the position.
- Ability to set priorities and meet deadlines and commitments.

KEY ROLE ACCOUNTABILITIES

Handicapping

- Analyse field information, verifying horse eligibility and confirming the form of each horse.
- Individually assess each horse against the Handicapping Policy and rating based handicapping system.
- Allocate the weights of each horse and analyse weight in relation to the overall field.
- Release weights to the Bureau and liaise with them to establish the final field for racing.
- Communicate tactfully and precisely with industry participants in a timely manner.
- Prepare and deliver statistical analysis for NZTR and industry participants.
- Monitor racing meetings under your control to ensure penalties and ballot conditions are updated prior to the final field being declared.
- Ensure the Rules of Racing relating to Handicapping and the Handicapping Policy are upheld at all times.

Racing Operations

- Assist in the coordination of all functions relating to the entry of horses into races, race fields, trials fields and associated activities.
- Complete various ad hoc enhancement or trouble shooting tasks or projects that arise, in relation to racing policy; race day operations; racing integrity and thoroughbred welfare.
- Liaison with RIB as well as NZTR Doctor, Integrity Committee, Trainers Association, NZ Jockey's Association, ITO (Stable Hands), and Accounts Dept.
- To multi-task across the wider Racing and Operations group including attending regional programming meetings or other stakeholder meetings from time to time.
- Communicate tactfully and precisely with club officials and industry participants in a timely manner.
- Prepare and deliver statistical analysis for NZTR race planning and industry participants.

KEY ROLE ACCOUNTABILITIES

Health and Safety

- Contribute to continuous improvement by raising issues, generating ideas, and participating in system development, implementation, monitoring, and review. Either directly or through representatives or managers.
- Take reasonable care of the health and safety of yourself and others who may be affected by what you do or do not do.
- Work in a safe manner following safety instructions and operate within NZTR's Health and Safety requirements to maintain a safe and healthy workplace.
- Wear and maintain PPE in accordance with NZTR's policies, SOP's and OSH regulations.
- Follow instructions from your manager on health and safety matters and attend relevant health and safety training.
- Not misuse any equipment that is provided for safety purposes (e.g. fire extinguishers, safety glasses).
- Report any hazards, incidents, injuries, or defects observed.
- Not interfere with the scene of a serious harm incident unless it is necessary to prevent further suffering, minimise property damage, or maintain access to essential services.

THE RECRUITMENT PROCESS

1. Search
This process will take place by using a variety of media platforms including industry channels and networks. During this period, our People & Culture team may contact you to discuss initial screening questions.

2. Recommendations for shortlist and shortlist interviews
After the screening process, our People & Culture team will make a recommendation (with a summary report for each candidate) to the Hiring Manager.

Candidates selected from shortlisting will be contacted and invited to participate in the first round of interviews with the hiring manager and a possible second NZTR representative.

There may be more than one interview/discussion and other key stakeholders may be involved as required.

3. Due diligence and decision
Reference checking, police records and other online searches will take place for the leading candidate. Once all checks have been made, the interview panel will discuss and agree an appropriate offer to make to the selected candidate, offer letter prepared and agreement drafted for advice and review.

Unsuccessful candidates will be notified.

4. Contact Information
For more information on this role, please contact our Head of People & Culture, on Tharsha.Adamstein@nztr.co.nz



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