



NEW ZEALAND THOROUGHBRED RACING

HEAD OF RACING OPERATIONS
RECRUITMENT BRIEFING PACK

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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 New Zealand. We are on a mission to create a sustainable and successful Thoroughbred Racing Industry for Kiwis to enjoy for many generations to come!

Racing is a significant contributor to the New Zealand economy, accounting for a remarkable \$1.6 billion (0.9% of GDP) and directly employing around 10,000 individuals.

At NZTR, we oversee all aspects of Thoroughbred racing, from licensing and registrations to setting and promoting the races and ensuring the wellbeing of our people and horses. Our industry is in the midst of some dynamic change, with NZTR relocating to Cambridge, the heart of Thoroughbred racing, a new Racing Minister, and an exciting new wagering partner, Entain. Together, we are driving the much-needed transformation to thrive for many years to come, attracting new talent and engaging a new demographic of punters, owners, and racing enthusiasts.

Our Purpose

To lead, advance and elevate the New Zealand Thoroughbred Racing industry.

Our Vision

A sustainable and successful Thoroughbred Racing industry in New Zealand.

Our Values

- Respect
- Integrity
- Innovation
- Collaboration
- Excellence



THE ROLE

We have a rare opportunity for an experienced leader with great knowledge and understanding of the Thoroughbred Racing industry to take the reins of our National Racing Bureau (NRB) based in Cambridge. This role will drive the development of race day planning, programming, and handicapping processes. It involves ensuring the efficient management of the NRB, implementing effective policies and procedures, and optimising the use of technology to minimize errors and improve services.

You will work closely with industry stakeholders to develop a Thoroughbred racing calendar that maximizes participation and wagering opportunities. Additionally, you will be responsible for driving improvements in race planning and programming, ensuring compliance with regulations, and maintaining strong relationships with racing clubs. Regular performance reporting to senior leadership and the Board will be required, making this a key role in shaping the future of thoroughbred racing.

Beyond these core duties, you will collaborate with the wider leadership team on business-wide change initiatives and projects, supporting our forward momentum. We are seeking someone who thrives in a dynamic, interactive environment and enjoys being part of a team. If you are passionate about racing, enjoy challenging the status quo and navigating challenging situations then we want to hear from you!

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.

At NZTR, we're not just colleagues, we're close friends who work together towards our shared goals. 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.



THE ROLE

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.

The ideal candidate for this role will bring deep racing knowledge and a comprehensive understanding of race day programming and handicapping. Previous leadership experience and a minimum of 5 years' experience in a similar industry role is crucial for success. Exceptional written and verbal communication skills are essential, as is the ability to support change initiatives and foster innovative thinking.

Proficiency in the MS Office suite is required, as well as a proven track record in motivating and developing a team of passionate and engaged individuals. The successful candidate will excel in problem-solving and will navigate challenging situations with composure and resilience.



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 or knowledge.
- Strong leadership experience.
- Proven experience (5 Years) within a comparable industry or similar capacity.
- Relevant Tertiary qualification or business experience.
- 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 2020 and the NZ Rules of Racing.



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.
- Demonstrate financial and business acumen.
- 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.
- Ability to develop, manage and report on projects, from proposal to outcome and deliver outcomes, in accordance with pre-approved objectives, on time and within budget.
- Able to establish and maintain credibility through effective relationships.
- Ability to remain calm under pressure.
- Demonstrated ability to utilise technologies relevant to the position.
- Has an understanding of the position hazards and how these should be controlled.
- Ability to set priorities and meet deadlines and commitments.

KEY ROLE ACCOUNTABILITIES

Performance of the National Racing Bureau and Development

- Ensure effective management of the National Racing Bureau (NRB).
- Ensure appropriate leadership, training, procedures and policies are in place to optimise efficiency and minimise processing errors.
- Conversion of trainers to the online trainers service centre.
- Ongoing enhancements to services and new technology solutions.

Race Day Planning

- Work closely with Entain, Harness and Greyhound Codes in the development of the optimum Thoroughbred Racing Calendar to maximise thoroughbred participation, opportunities and wagering.

Race Planning and Programming

- Drive programming improvements to ensure effective race planning and programming processes are in place that optimise the available horse population and wagering.
- Analyse and report on relevant data to assist with the race planning and programming process.
- Ensure appropriate Standard Regulations are in place and adhered to.
- Ensure appropriate Racing Policies are in place at all times and adhered to.
- Ensure timely publication of race dates and official race programmes through website, programming booklets and Thoroughbred Racing Monthly.
- Timely advice to stakeholders of any race date and programme changes.

Handicapping

- Collaborate with the handicapping function to ensure processes are transparent, accurate and timely.
- Ensure continuity of the handicapping function through supporting on-going staff development.
- Assist with handicapping issues as they arise.
- Contributing to the on-going development of the handicapping policy and procedures.
- Involvement in analysis and reporting in terms of handicapping data for race-planning etc.

KEY ROLE ACCOUNTABILITIES

Race Club Liaison

- Develop effective relationships with Racing Club Managers.
- Have in place an efficient racing club communication plan around race dates, race programming and other related racing matters.

Performance Reporting

- Prepare racing performance reports for Chief Operating Officer, Chief Executive and for the Board on all racing activity matters, on agreed basis.

Leadership and People Development

- Lead and direct, coach and guide, resolve issues and ensure appropriate funding and resources are available for your team.
- Create a high-performance culture and personal growth through appropriate delegation and enablement.
- Lead performance reviews and annual employee goal setting.
- Encourage team collaboration and effective working relationships with other teams across the business.
- Drive engagement activities within your team.
- Drive employee development and training activities for your team.
- Create psychological safety within your team to encourage courageous conversations.

Health and Safety

- 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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