



# NEW ZEALAND THOROUGHBRED RACING

THOROUGHBRED WELFARE COORDINATOR  
RECRUITMENT BRIEFING PACK

New Zealand Thoroughbred Racing Inc

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# 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 an exciting opportunity for an equine passionate individual to join our Cambridge based team as a Thoroughbred Welfare Coordinator. This full-time permanent role will work alongside our dedicated welfare team to support and advance NZTR's Welfare Strategy and associated initiatives, ensuring the highest standard of care and outcomes for our Thoroughbreds, particularly those heading off to retirement. This roll is key in overseeing and coordinating welfare matters, driving best practice and facilitating successful post-racing transitions for Thoroughbreds.

As part of the wider team, you will support NZTR's traceability function to ensure we keep track of our Thoroughbred population. You will work closely with our Acknowledge Retainers network providing positive outcomes for our Thoroughbreds, while taking ownerships of our post-racing sponsorship framework to ensure ongoing sponsorship and relationship building within the wider equestrian communities.

We are looking for someone who thrives in a busy, interactive environment and enjoys working as part of a team. If you are passionate about animal welfare and wish to form part of a team driving positive outcomes for our Equine friends, then we encourage you to apply!

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. 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!



# 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:

- A strong equestrian background with some knowledge of the thoroughbred industry preferred but not essential.
- Qualification in Animal Science, Veterinary Science or Certificate in Animal Care is preferred.
- 3-5 Years experience in a similar role.
- Understanding of animal welfare laws and regulations in New Zealand.
- Knowledge of animal behaviour and needs.
- Initiating and developing relationships combined with strong negotiating skills.
- Good written and verbal communication skills.
- Knowledge of relevant welfare models, in particular, the five domains model.
- Record keeping and budgeting skills.
- Project management/ coordination.
- Ability to plan and good organizational skills.
- Demonstrated problem-solving skills.
- Ability to build and retain rapport and trust with customers (owners, trainers, and breeders).
- Proven experience within a comparable industry or similar capacity.
- Previous experience in Customer Service role.
- 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 Industry Act 2020 and the NZTR Rules of Racing. INCL. Animal Welfare Act and Code of Welfare for Horses and Donkeys.

# KEY ROLE ACCOUNTABILITIES

## **Traceability**

- Undertake duties in line with NZTR strategy to ensure traceability of the NZ Thoroughbred population from foaling to deregistration (death or retirement), including:
- Reviewing SR24 returns;
- Outbound correspondence to Authorised Person/Racing Managers or other responsible persons to obtain unsubmitted SR24 information; and
- Assisting in the preparation of data reports.
- Collaboration with Studbook, Registrations, Licensing and the Bureau to ensure accurate recording-keeping

## **NZTR's Post-Racing Sponsorship framework**

- Renewal and management of sponsorship MOU's.
- Merchandise and inventory relating to Post-Racing Sponsorship.
- Investigate, develop and promote post-racing opportunities for non-athletic Thoroughbreds.
- Developing and maintaining relationships with the governing bodies of equestrian and recreational equine sports, and further supporting post racing initiatives.
- Working in conjunction with NZTR's Thoroughbred Welfare Co-ordinator to achieve the best outcomes for retired thoroughbreds.

## **Assisting to develop and maintain a network of Acknowledged Retrainers**

- Liaising with the Acknowledged Retrainers Network.
- Discovering ongoing educational opportunities – e.g. Acknowledged Retrainers Clinics.
- Organising the design and delivery of branded merchandise for Acknowledged Retrainers.
- Support in dispute resolutions.
- Assisting and processing support applications relating to the Acknowledged Retainer Network (i.e Leg Up Grant/ Administration Support Grant).

## **Stakeholder Relationships**

- Maintain NZTR's relationship with owners, trainers, breeders from a thoroughbred welfare perspective.
- Maintain relationships with other stakeholders and animal welfare agencies including MPI, SPCA, Equestrian Sports NZ, NZ Polo etc.

# KEY ROLE ACCOUNTABILITIES

## **Develop Thoroughbred Welfare educational opportunities**

- Educate industry participants on NZTR's Thoroughbred Welfare initiatives.
- Initiating opportunities for thoroughbred educational clinics that provide opportunities for prospective or new #NZOTTB owners.
- Provide greater insight and transparency into NZTR welfare provisions and outcomes through various communication methods.
- Work alongside the Communications Lead to effectively communicate to industry about NZTR's post-racing welfare initiatives.

## **Health and Safety**

- Actively contribute to continuous improvement of health and safety in the workplace by identifying areas for enhancement, proposing innovative ideas, and participating in system development and reviews.
- Prioritise health and safety by adhering to protocols, wearing and maintaining PPE, and following managerial instructions, ensuring a secure and healthy workplace.
- Utilise safety equipment responsibly, report hazards promptly, and participate in relevant health and safety training.
- Exercise discretion in serious harm incidents, avoiding interference with the scene unless necessary for prevention or mitigation.
- Engage in a culture of responsibility, promoting a safe work environment and supporting organisational health and safety initiatives.

# 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 Head of People & Culture may contact you to discuss initial screening questions.

## 2. Recommendations for shortlist and shortlist interviews

After the screening process, our Head of People & Culture 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](mailto:Tharsha.Adamstein@nztr.co.nz)



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PUREI HŌIHO NĀTI O AOTEAROA