



NEW ZEALAND THOROUGHBRED RACING

RACING COORDINATOR
RECRUITMENT BRIEFING PACK

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PUREI HŌIHO NĀTI O AOTEAROA



ABOUT NZTR

New Zealand Thoroughbred Racing (NZTR) is the regulatory and governing body 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 the races and ensuring the wellbeing of our people and horses. Our industry is in the midst of some exciting dynamic change, with NZTR relocating to Cambridge, the heart of Thoroughbred racing, 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.

Join us at NZTR and be part of a team that is at the forefront of this exciting period of transformation in the New Zealand's Thoroughbred racing industry!



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

PURPOSE

To lead, advance and elevate the New Zealand thoroughbred racing industry

VISION

A sustainable and successful thoroughbred racing industry in New Zealand

OUR VALUES



RESPECT

We celebrate what makes each of us unique.



INNOVATION

We question, we create, we improve.



INTEGRITY

We keep it real – honest and transparent



COLLABORATION

We team up to achieve shared goals.



EXCELLENCE

We aim high and always look to do better.



THE ROLE

Are you passionate about the thrilling world of Thoroughbred Racing? If you're eager to immerse yourself in the dynamic and fast-paced administrative side of the racing industry, we have the perfect opportunity for you!

We're on the lookout for a Racing Coordinator to join our Cambridge-based team in a full-time, permanent role (40 hours per week, including some weekend work). As part of our Racing Bureau team, you'll work closely with industry participants to ensure the seamless execution of Thoroughbred Races across New Zealand.

This role places you at the heart of the action, delivering exceptional customer service to industry participants. Your key responsibilities will include:

- Managing horse nominations, rider declarations, and withdrawal processes.
- Coordinating race meeting preparations and providing vital race field information.
- Supporting all aspects of race entries, race fields, and trial fields.
- You'll also have the opportunity to contribute to projects, including racing policy development, race day operations and racing integrity initiatives.

This is your chance to play a key role in the daily operations of Thoroughbred Racing, making a meaningful impact on the sport you love. If you're an ambitious and enthusiastic individual looking to kickstart or grow your career in racing, 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. 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.
- Previous experience within a comparable industry or similar capacity.
- Excellent written and verbal communication skills.
- Demonstrate ability to build a network of working relationships within an industry.
- High levels of customer service, with an appreciation for the needs of the customers of New Zealand Thoroughbred Racing.
- Microsoft Suite - Intermediate Level.
- Able to exercise judgement in problem solving.
- Continually look for ways to improve service delivery and business processes.
- Proficient at conveying information and ideas clearly and accurately.

KEY ROLE ACCOUNTABILITIES

Customer Service

Provide support and customer service to industry participants with regards to:

- Nominations of horses for races
- Rider declarations
- Notification of gear to be worn by horses at race meetings
- Accommodation for horses on race days
- Weather and track updates for race days
- Race meeting setup
- Processing of barrier certificates, vet certificates and clearances
- Supply of race field information and data
- Withdrawal processes
- Scratchings
- Race morning processes
- Results processes and video streaming
- Trial nominations, drawing heats and results
- Liaison with Club personnel in the collection and distribution of race information
- Processing entries for overseas races
- Reconciliation of race meeting financial data
- Other general administration functions, as and when required

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

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.

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.
- Report any hazards, incidents, injuries, or defects observed.

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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