



# NEW ZEALAND THOROUGHBRED RACING

RACING BUREAU LEAD  
RECRUITMENT BRIEFING PACK

New Zealand Thoroughbred Racing Inc

18 Dick Street, Cambridge, 3434

e: [office@nztr.co.nz](mailto:office@nztr.co.nz) | [nztr.co.nz](http://nztr.co.nz)





# 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!

## **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 someone passionate about Thoroughbred Racing to join our team as Racing Bureau Lead. This role will lead daily operations of our National Racing Bureau, a small but highly engaged team of Racing Coordinators who are responsible for setting the races on a weekly basis. Reporting to the Head of Racing, you'll be at the heart of all things racing operations ensuring seamless delivery of race programming, raceday logistics, and handicapping support. As the 2IC to the Head of Racing, this role ensures that operational processes run efficiently, staff are well-supported, and stakeholders are kept informed of all bureau activities.

As part of this role, you will manage logistics for trial meetings, including producing fields and ensuring race day services with partners like St John. You will coordinate with Clubs, Programming Chairmen, and stakeholders on race adjustments while maintaining race records, including results, stable returns, vet certificates, and financial preparations. You will provide direction, coaching, and resources to your team to ensure high performance and engagement while promoting a safe and engaged work environment for your team to show up as their best selves.

We're a small but energetic team, so if you thrive in a fast-paced environment, enjoy teamwork, and want to contribute to the success of our industry, we'd love to hear from you!

We're a small group of enthusiastic and like-minded individuals who share a passion for driving our industry forward. 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

Success in this role will require the following:

- Strong racing industry background.
- Proven experience (5 Years) within a similar capacity.
- Previous leadership experience will be advantageous.
- 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.

### Other Attributes:

- Projects a positive image of the team and wider NZTR.
- Intermediate Microsoft Suite skills; proficient with relevant technologies.
- Exercises sound judgment and stays calm under pressure.
- Demonstrates financial awareness and seeks to improve service delivery, processes, and analytics.
- Promotes innovation, encourages knowledge sharing, and leads change initiatives to enhance efficiency.
- Communicates clearly, builds effective relationships, and maintains credibility.
- Demonstrate an ability to manage projects from proposal to outcome, delivering on time, within scope, and budget.
- Outward looking - monitors industry trends and identifies new opportunities.
- Ability to set priorities, meets deadlines, and fulfil commitments.

# KEY ROLE ACCOUNTABILITIES

## **Operational Leadership of the National Racing Bureau (NRB)**

- Oversee the daily operations of the NRB, including programming, scheduling, and race day management (e.g., nominations, withdrawals, scratchings, and race fields).
- Maintain and identify efficient processes by implementing policies, minimizing errors, and identifying service improvements.
- Coordinate with Clubs, Programming Chairmen, and stakeholders on race adjustments (e.g., deleted/divided races, venue changes, and abandonments).
- Manage logistics for trial meetings, including producing fields and ensuring race day services with partners like St John.
- Maintain race records, including results, stable returns, vet certificates, and financial preparations.
- Collaborate with the Head of Racing to delegate tasks and share responsibilities effectively.
- Drive constant improvement and efficiencies in our processes.
- Deliver the racing vision to best utilise the horse population and provide opportunity to drive wagering.

## **Race Planning and Stakeholder Engagement**

- Support the Head of Racing to develop modern race Programming processes.
- Refine processes for the Bureau with regards to the administration of race days.
- Communicate effectively with stakeholders.

## **Technology and Stakeholder Transition**

- Lead the transition of trainers to the online service centre and manage new technology solutions for the bureau.
- Act as the key contact for the NRB, providing timely updates to stakeholders on race schedules, programming, and system changes.

## **Leadership and Team Development**

- Provide direction, coaching, and resources to your team to ensure high performance and engagement.
- Foster collaboration within your team and with other business units to drive effective working relationships.
- Promote employee development through ongoing training, development initiatives, and delegation.
- Encourage innovation and constantly challenge the way we operate to drive improvement.

# 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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THOROUGHBRED **RACING**



PUREI HŌIHO NĀTI O AOTEAROA