



## POSITION DESCRIPTION

### RVHR – 11 07

Position Title:	Veterinary & Biosecurity Services Coordinator		
Department / Location:	Integrity Services/Werribee International Horse Centre		
Date Written:	8/02/2018	Prepared By:	Z Wells
Current Incumbent:		Direct Report Manager:	Manager, Veterinary & Biosecurity Services
Date to be Reviewed:		Employment Status:	

#### 1. Overall Purpose of the Role (Brief summary position of role)

- Co-ordinate administrative processes and provide administrative support for the Veterinary Services Department.
- Assist in the management of the RV Equine Drug Control Program by overseeing equine sample receipt, dispatch to laboratory and sample data management.
- Assist the Biosecurity Manager in the management of the Werribee International Horse Centre (WIHC) and regulatory requirements including the Approved Arrangement with the Department of Agriculture and Water Resources, to ensure all biosecurity requirements are maintained.
- Demonstrates commitment to RV Employee Values which include Diversity & Inclusion, Health Safety & Wellbeing, Ethical Behaviour, Efficiency Participation and Service of Customers

#### 2. Key Responsibilities / Accountabilities (5 – 7 points) (Specific tasks should be individualised in setting SMART Goals)

- Assist the Biosecurity Manager to manage the operations of the WIHC and ensure compliance with the WIHC Operations Manual and all Standard Operating Procedures (SOPs), in particular:
  - Oversee the preparation of the WIHC for use for biosecurity periods including the organisation of services providers.
  - Assist with undertaking regular reviews of WIHC paperwork to ensure/maintain compliance and completeness.
  - Assist with preparations for Department of Agriculture and Water Resources audits, for local and national branches.
  - Conduct inductions required for personnel prior to entry of WIHC.
  - Undertake Biosecurity Supervisor shifts.
  - Assist with the annual update of the WIHC Operations Manual for submission to the Department of Agriculture's Canberra Horse Imports Program for approval.
- Oversee RV's Equine Drug Control Program, tasks include:
  - Sample receipt and dispatch to laboratory for testing.
  - Entry of sample data into the Single National System (SNS).
  - Process sample results in SNS once results are received from the laboratory.
  - Produce sample data reports for distribution to Stewards and Veterinary Department to assist with race day and out of competition sample selection.
- Maintain horse examination/incident databases in SNS incorporating:
  - Entry of veterinary examinations conducted at race meetings, scratching certificates and clearances to race.
  - Distribution of race day endoscope reports to trainers.

- Preparation of race day sampling equipment for collection by Stewards and Veterinarians.
- Entry of fatality, clear day blood collection and sample non-compliance information into ICMS database.
- Act as a key administrative resource for the Veterinary Team, providing procurement advice, system support (ANZ Expense Manager, Workplace) and finance/invoice processing.
- Partake in on track audits of Veterinary Services Raceday staff.
- Assist with projects as directed from time to time by the Manager and General Manager of Veterinary Services.

### 3. Knowledge Skills Required

*(To effectively perform the role, the position holder must have the following skills, experience, qualification)*

#### Essential:

- Understanding of the Victorian Thoroughbred Industry.
- Strong ability to maintain confidentiality and integrity working as part of the Racing Victoria Integrity team.
- High level of attention to detail.
- Anticipates and is responsive to internal and external client needs.
- Ability to maintain strong internal and external relationships with a range of stakeholders.
- Capacity to work autonomously and unsupervised to deliver objectives.
- Current Driver's Licence.
- Minimum intermediate level of skill with MS Office suite of programs.

#### Desirable:

- Veterinary practice experience.
- Knowledge of the requirements around the running of a thoroughbred biosecurity centre.
- Comfortable working with horses, and familiar with veterinary terms as they relate to thoroughbreds.
- Relevant tertiary qualifications.

### Working Relationships

<u>Internal – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• GM Veterinary Services	• Direction and leadership
• Manager Veterinary and Biosecurity	• Direction and leadership
• Racing Operations Manager	• Direction and leadership
• Racing Operations	• WIHC Operations
<u>External – Most frequent Contacts:</u>	<u>Nature / Purpose of Contact:</u>
• Department of Agriculture	• Collaboration and reporting
• WIHC Personnel	• Compliance
• International Recruitment Consultant	• Collaboration

<i>Prepared By:</i> Z Wells	<i>Title:</i>	Manager, Veterinary & Biosecurity Services
<i>Signature:</i>	<i>Date:</i>	<a href="#">Click here to enter a date</a>
<i>Approved by Manager:</i> Grace Forbes	<i>Title:</i>	GM, Veterinary Services
<i>Signature:</i>	<i>Date:</i>	<a href="#">Click here to enter a date</a>
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