



Position Description

CHIEF EXECUTIVE, RACING INTEGRITY BOARD

Position	Chief Executive
Responsible to	Racing Integrity Board
Staff Responsibilities	4 direct reports 110 staff overall
Location	Wellington desirable (Auckland/Christchurch possible)
Contractual Status	Permanent
Date	February 2021

About Us

The Racing Integrity Board (RIB) has been established under section 42 of the Racing Industry Act 2020.

The RIB will bring together the functions previously provided by the Racing Integrity Unit and the Judicial Control Authority for Racing. Key functions include race day stewarding, investigation and judicial determinations in relation to racing rule breaches.

The objectives of the RIB are to promote and ensure compliance with high standards of

- integrity;
- animal welfare; and
- professionalism

by participants in the racing industry, for the benefit of the public, participants and the racing industry as a whole.

The RIB's core functions are:

- **Compliance and enforcement** - through its integrity officials (including Stipendiary Stewards and racing investigators), to exercise the functions, duties and powers assigned to them in the rules of Thoroughbred, Harness and Greyhound Racing;
- **Prohibited Substances** – to provide and manage prohibited substances testing systems and services which support the code's racing rules;
- **Animal Welfare** – to ensure the provision of veterinary services for the conduct of racing and to support and monitor the operation and effectiveness of each racing codes' animal welfare policies and initiatives;
- **Adjudicative Services** – to establish and maintain adjudicative systems, processes and services to determine matters in accordance with the codes' racing rules;

- **Regulation** – to monitor and review the operation and effectiveness of the racing integrity system and recommend measures which will not only retain its currency but also enhance and strengthen it.

The RIB has a nationally dispersed team reflective of the racing pattern in New Zealand.

Purpose of the role

The Chief Executive provides overall organisational leadership of the RIB to ensure that it is, and continuously develops as, a high performing organisation.

Initially this role will involve oversight of the completion of the transition activities of the racing integrity Establishment Board, and the shaping and implementation of an organisational design and operating model which meets the expectations of the Racing Industry Act 2020 and stakeholders.

Relationships

External

- Minister for Racing
- Department of Internal Affairs/ Ministry of Primary Industries
- Racing code leadership
- Key industry stakeholders (including participants and racing clubs)
- Racing New Zealand
- New Zealand Racing Laboratory
- Suppliers/contractors
- TAB New Zealand
- NZ Police
- Sport New Zealand
- Industry forums
- Drug Free Sport
- International racing integrity agencies

Internal

- Racing Integrity Board Chair and Members
- Managers and staff
- Adjudicative panelists

Core Responsibilities

- Provide leadership, in conjunction with the Board, by ensuring there is a clear vision and strategic framework for the RIB.
- Create commitment to the RIB's vision, strategic direction and outcomes internally and with external stakeholders.
- Ensure the RIB fulfils its responsibilities as required by the Racing Industry Act 2020.
- Lead and complete the transition and transformation to the RIB model.
- Lead the development of contemporary and fit for purpose compliance, enforcement and adjudicative practices.
- Ensure the adjudicative and compliance functions are operated independently of each other.
- Develop and maintain communication strategies which enhance and improve awareness of the RIB's policies, initiatives and strategic direction.
- Lead an open, collaborative, values-based culture with a strong focus on performance and effective results.
- Ensure the RIB is agile and adaptable, able to respond rapidly to opportunities, trends and new directions within the racing industry.

- Develop and deliver against strategic, business, financial and performance plans.
- Effective and efficient management of the RIB's resources and activities to deliver best value for money.
- Further develop and maintain organisational capability to meet current and future needs.
- Ensure robust, timely and effective people management processes and practices are implemented and adhered to.
- Proactively achieve and hold a sound appreciation of the racing industry and relevant integrity system developments in New Zealand and overseas.
- Maintain effective industry contacts and communication networks within New Zealand and overseas as appropriate.
- Support the Board in exercising its governance functions in all respects and in particular its statutory obligations under the Racing Industry Act 2020.
- Ensure the performance of the RIB remains integral to holding the essential public confidence in the industry.

Functions of the Position and Expected Results

Strategic Leadership

- Articulate a clear strategy and purpose for the RIB.
- Set clearly defined objectives and priorities for the organisation.
- Contribute to, participate and lead where appropriate new initiatives and policy innovation which ensures both the integrity system and the wider sector are fit for the future.
- Ensure the organisational vision guides priorities and decision-making at strategic and operational levels.
- Ensure the organisation maintains alignment in its capability, systems, structures and culture to ensure the RIB can reach its goals.
- Lead and model standards of expected behaviours and attitudes within the organisation, aligned with the RIB's values.
- Motivate and incentivise the organisation to achieve its vision and goals.

Actions ensure that:

- The RIB is able to clearly articulate its regulatory, compliance, enforcement and adjudicative roles.
- All staff understand the vision and strategy. They understand how their actions contribute to the outcomes.
- The RIB is forward-looking and anticipates future needs.
- The RIB's role and goals are widely understood across all sectors of the racing community.
- Able to inspire the confidence of the Board through own work and leadership of a professional team which delivers the expected results.

Organisational development and empowerment

- Lead a motivated and coordinated senior team capable of providing the required leadership and guidance of the RIB.
- Promote results-driven performance management among all managers and staff.
- Foster the empowerment of staff and encourage decision making as close to the issue as possible.
- Encourage a culture that embraces change and promotes adaptability.

Actions ensure that:

- The RIB is agile and adaptive to the changes affecting the racing and wider sports sector.
- The RIB creates an environment where:
 - talent is identified and nurtured
 - management capability is valued and developed
 - challenging issues are honestly confronted and resolved

	<ul style="list-style-type: none"> - technical competence is developed, retained and valued.
<p><i>Exercise of functions and powers</i></p> <ul style="list-style-type: none"> • Ensure processes, systems and policies are in place to support the appropriate exercise of powers and performance of functions. • Ensure consideration of issues and resulting decision making is in accordance with the racing rules. 	<p><i>Actions ensure that:</i></p> <ul style="list-style-type: none"> • Staff have adequate guidance and support in the exercise of their discretion and functions. • The reasons for decisions and the process leading to decisions is transparent. • Powers, functions and responsibilities are exercised in a timely and reasonable manner. • The RIB is seen as credible, respectful, knowledgeable, consistent and fair.
<p><i>Effective Management</i></p> <ul style="list-style-type: none"> • Ensure all staff know their responsibilities, are appropriately trained and recognise they are accountable for their decisions. • Ensure good quality and timely decision-making processes to support effective compliance, enforcement and adjudicative decisions with due regard to best practice frameworks for these functions. • Ensure appropriate processes and systems are in place to manage resourcing demands and workforce resourcing and allocation is based on data analysis and forecasting. • Ensure technology use and resources are supported and the potential of technology in the delivery of services is achieved. 	<p><i>Actions ensure that:</i></p> <ul style="list-style-type: none"> • The RIB effectively prioritises and allocates activities and resources to achieve the greatest benefit and value. • Resource is allocated at the optimal level in terms of efficiency. • Staff are competent and confident in the exercise of their duties. • The RIB has appropriate organisational and operational policies to inform the work of staff and adjudicative panelists. • The RIB has modern fit for purpose technology tools and systems.
<p><i>Governance engagement</i></p> <ul style="list-style-type: none"> • Implement Board decisions. • Provide the Board with salient information, analysis, timely advice on corporate and other matters affecting the organisation. • Keep the Board informed about legislative changes and any significant issues and developments relating to the Board's functions and powers. 	<p><i>Actions ensure that:</i></p> <ul style="list-style-type: none"> • A respectful working relationship is maintained with the Board, on a 'no surprises' basis.
<p><i>Industry engagement</i></p> <ul style="list-style-type: none"> • Work with industry participants to maintain and enhance the reputation of New Zealand's racing integrity system. • Develop and maintain strong formal and informal engagement and consultation processes with the racing codes and Racing New Zealand. • Be willing to engage in dialogue and discussion as appropriate and be responsive to industry feedback and expectations. 	<p><i>Actions ensure that:</i></p> <ul style="list-style-type: none"> • The RIB is highly regarded and trusted in its provision of compliance, enforcement and adjudicative services. • Public confidence in NZ's racing industry is maintained and enhanced. • The RIB is recognised for its contribution and willingness to achieve constructive working relationships with all stakeholders. • The RIB is perceived as being open and receptive to industry dialogue, consultation and engagement.

<ul style="list-style-type: none"> • Keep abreast of international developments pertinent to the racing integrity system, particularly in Australia. • Create an environment where industry sector interactions occur regularly and are constructive, aiding the understanding of industry and sector interests and issues. • Recognise emerging trends and work with industry participants to identify long term opportunities. 	
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<p>Health & Safety</p>
<p>RIB employees are expected to expected to maintain familiarity and demonstrate commitment to the RIB's health and safety policies and systems. This includes:</p> <ul style="list-style-type: none"> • understanding and contributing to health and safety initiatives and safe work practices • participation in RIB health and safety planning and reporting • attendance at health and safety training. <p>People leaders are required to:</p> <ul style="list-style-type: none"> • take all practicable steps to ensure a safe working environment for all employees, contractors and the general public • encourage and promote a positive attitude towards health and safety • ensure the RIB complies with its responsibilities under the Health and Safety at Work Act 2015.

Person Profile

<p>Essential Experience and Skills</p>
<p>Competencies and Experience</p> <ul style="list-style-type: none"> • Demonstrated leadership and management experience in a comparable role with a strong track record of success. • Experience and understanding of the core principles critical to the maintenance of the perception of judicial independence. • Experience and success in a leadership role in regulatory and compliance activities, or similar. • Understands and has a track record in leading organisations with a public profile. • Outstanding relationship management capabilities, manages stakeholders and staff relationships in a manner which inspires confidence in the organisation. • Competent in organisational change management and transformation. • An ability to set, communicate and drive a strategic vision for an organisation. • Well-developed ability to critically analyse and interpret complex and technical information and make effective well-reasoned decisions. • Ability to recognise, adjust and respond to material sector and industry challenges and changes. • An in-depth understanding and previous operational responsibility for financial management systems and core organisational processes that are required for an organisation of this type. • An ability to confidently liaise with the media and promote publicly the work of the RIB. • Experience/ability to work effectively with a Board. • Capability to report and interact at a Ministerial level.

Qualifications
<p><i>Desirable</i></p> <ul style="list-style-type: none">• Regulatory experience.• Tertiary or post graduate qualification in a relevant field.

Please note:

- (1) Evidence of qualifications, if any, to be provided.
- (2) Because of the nature of the duties of this position, shortlisted candidates will be required to disclose details of any criminal record and be subject to a criminal history check with the Ministry of Justice. A conviction may mean a rejection of the application.
- (3) Shortlisted candidates will be required to supply details of any racing interests.