



**POSITION TITLE:** Central Services Hub Registrar

**CLOSES:** 5pm on 18 July 2022

**LOCATION:** Flexible including:  
HRA Head Office, Flemington (Melbourne), Victoria, Australia  
Consideration may be given to remote workplace

**WORK TYPE:** Permanent full time

## **OUR ORGANISATION**

[Harness Racing Australia](#) Inc (HRA) is based in Flemington, Victoria and is the peak national body for the harness racing code of racing in Australia.

HRA membership is limited to the State Controlling Body in each of the six States of Australia as well as the six Principal Clubs, all of whom operate within the various Racing Acts of their respective States to regulate, nurture, foster and promote harness racing.

Harness Racing Australia (HRA) is the forum and co-ordination point between the State Controlling Bodies for uniformity of rules and reciprocity of horsemen's licenses, registration of horses, suspensions, and disqualifications.

## **POSITION PURPOSE**

Reporting to the Central Services Hub Leader, the hub registrar will assist with the delivery of a range of services within the Central Services Hub.

Duties include general administration, horse registration / deregistration, namings, colours, breeding registration, auditing, clearances, parental verification, website notices, database testing, reporting non-compliance and working within the rules of racing and company policies. Liaise with internal and external stakeholders, contribute to organizational reporting, attend meetings and training as required.

The position requires a passion for customer service, attention to detail, accurate and timely database entries. You will be working as part of a small team, have a cheerful outlook and be able to follow direction. The ideal applicant should have good people, communication, and critical thinking skills, show initiative, and use common sense.

### **SPECIAL REQUIREMENTS**

- ◆ Experience using the Harvey database is highly desirable
- ◆ Equine and / or racing industry knowledge is desirable
- ◆ A passion for growing and promoting harness racing is desirable
- ◆ Good knowledge of Microsoft office products including word, excel, outlook and teams
- ◆ Good knowledge of adobe acrobat
- ◆ May be required to work on weekends and extended hours when reasonably required
- ◆ Interstate and Intrastate travel may be a requirement

### **OTHER**

- ◆ Satisfactory completion of police and background checks
- ◆ A 6-month probationary period will apply to successful candidates
- ◆ Flexible work arrangements may be considered for this role
- ◆ You may be required to complete a conflict of interest form and some conflicts may preclude you from this position
- ◆ Application may remain current for 12 months and may be considered for recurring vacancies
- ◆ Current covid vaccination is desirable

### **REMUNERATION / START DATE**

Remuneration considered based on the applicant's experience. Start date to be negotiated.

### **HOW TO APPLY – applications close at 5pm on 18 July 2022**

To apply for this position, email two versions of your current resume, including two referees to [LMaher@hra.com.au](mailto:LMaher@hra.com.au) (Version 1 – in Microsoft word format, Version 2 – in PDF format)

If you would like more information about this position, please email [LMaher@hra.com.au](mailto:LMaher@hra.com.au) or phone 0414 521 054