

**JOB DESCRIPTION: BHA Assistant Steward/Raceday Assistant [Grade AT3]
BHA Assistant Steward Team Leader [Grade AT4]**

DEPARTMENT: Stewarding
REPORTS TO: Assistant Steward Team Leaders
DATE: 2023

ROLE PURPOSE:

- To administrate all aspects of raceday, including live-time external communications
- Provide additional support to the BHA Stewards as required

KEY DUTIES AND RESPONSIBILITIES

In the administration of raceday it is critical that all records, whether they be written, digital or voice recorded, are completed accurately and promptly, and stored appropriately. As the record keeper, there is a particular responsibility to ensure strict adherence to BHA Policies and Procedures.

1. On Raceday (as an Assistant Steward):

- Report any concerns, or potential breaches of the BHA Rules and Instructions to a BHA Steward;
- Assist in coordinating the Raceday Team Briefing, record relevant comments in the Raceday Team Briefing Document;
- Compile the race reports in conjunction with the BHA Stewards;
- Maintain accurate online records of all activity via the BHA Stewards System;
- Update Twitter promptly as outlined in the Stewards' Twitter Handbook;
- Transcribe racecourse enquiries as required;
- Carry out any other raceday duties as instructed by the BHA Stewards;
- Assist as a Panel member at a Stewards' Enquiry in the event of there being insufficient BHA Stewards to be quorate.

2. On Raceday (as a Raceday Assistant)

- Support the Stewards to ensure that raceday is run in line with the BHA Rules and Instructions;
- Be familiar with all aspects of raceday operations and carry out routine tasks as directed by the Stewards including, but not limited to, the following:
 - checking horses are wearing the correctly declared equipment;
 - taking post-race reports from riders and trainers;
 - convening riders/trainers for enquiries;
- Report any concerns, or potential breaches of the BHA Rules and Instructions to a BHA Steward.

3. Pre Raceday:

- Prepare in advance for any issues which might affect raceday operations and administration
- Keep abreast of Racing Press activity where it concerns the BHA in particular and Keep up to date with the current affairs of the Racing Industry

4. Additional responsibilities:

- Attend BHA Stewards' Training days/Workshops when required
- Under the provision of the Data Protection Act 1998, it is the responsibility of this Jobholder to ensure all confidential and personal information to which he/she has access to in the course of employment, is regarded as strictly confidential. Failure to adhere to this instruction will be regarded as serious misconduct

5. **Assistant Steward Team Leaders** - in addition to the duties and responsibilities listed above, the Assistant Steward Team Leaders will:
- Be responsible for training and mentoring new team members;
 - Review all publications disseminated from the Stewards' Room to ensure and maintain consistency and accuracy.

PERSON SPECIFICATION

SKILLS AND KNOWLEDGE

To be successful in this role you will:

- have **excellent interpersonal skills**, be able to build relationships with a wide range of people and have a strong network throughout the BHA and other raceday personnel
- be **highly organised**, an effective time manager and able to complete accurate work under time pressure
- **know the BHA Rules** and Regulations and be alert for any potential breaches
- be **developing your knowledge** of race form, reading races and analysing outcomes
- **understand the British Racing Industry**, including the politics and key stakeholders
- be an **effective and efficient communicator** - orally you will be clear and concise, in writing you'll have a good typing speed (preferably at least 60wpm); you'll be able to transcribe from a digital recording quickly and accurately.
- be a **technically competent** user of MS Office packages, particularly Word, Excel and Outlook;
- have a full, UK driving licence and be prepared to travel for your work

PERSONAL QUALITIES

This role is highly suited to someone who:

- has **integrity** and is committed to upholding the values and policies of the BHA
- is a **good communicator**, speaks directly and clearly, and is able to write basic reports
- is **self motivated**, enthusiastic and can manage their own time
- is able to **adapt their communication style** to the situation and the audience
- is **enthusiastic**, industrious and personally resilient
- enjoys working as a **part of a team**, is collaborative and has a 'can do' approach
- **works well under pressure**, can be decisive and reacts quickly to changing circumstances
- is **confident and assertive** and is also comfortable to let others take the lead
- **enjoys learning** and is keen to develop
- is **happy to travel** nationally, as required.