

BRITISH HORSE RACING AUTHORITY

Job Description (2023)

JOB TITLE: Clerk of the Scales
DEPARTMENT: Clerk of the Scales
REPORTS TO: Team Leader (Scales)
NUMBER of DIRECT REPORTS: 0
GRADE: AT4
LAST REVIEWED: January 2023

ROLE PURPOSE:

To assist in guaranteeing the integrity of racing by interpreting and implementing the Rules, Instructions and requirements of racing concerning all Weighing Room procedures, principally the weighing in and out of jockeys, and to provide information and advice to the public and those professionally involved at assigned race meetings.

PRINCIPAL RESPONSIBILITIES:

- To ensure that every rider is correctly weighed out.
- To investigate and as necessary correct any detail on the race card ensuring that any variations from the card are justified, announced and displayed.
- To ensure that appropriate riders are weighed in after every race and, following confirmation that the race is clear from the Stewards and confirmation of the result by the Judge, that "weighed in" is announced.
- To ensure that procedures for claiming and selling races are correctly handled with Weatherby's. Arrange for release documents, all details to be announced via the PA system and advise the Stable Manager who will release the passports of any horses claimed to be transferred to the new owners or their agents.
- To ensure that objections are handled correctly and transmitted to the Stewards promptly and the outcome announced.
- To advise all comers on the content, interpretation, and implementation of the Rules.
- To act as the focal point for all racecourse communications, including ensuring that the communications network is functioning.
- To maintain detailed records and complete the Official Return.
- To check that Sponsorship of Jockeys breeches complies with the regulations and is authorized.
- To oversee, liaising with the Sampling Officer, all arrangements concerning the Riders dope testing procedures for riders on days that Rider testing takes place. To advise those selected riders that they are required to attend the Sampling Station to provide urine/breath/Saliva samples as directed and handle any enquiries that may arise.

As the needs of the business can change rapidly this role and the responsibilities may change accordingly, therefore this document should be viewed as a guide which is subject to change.

PERSON SPECIFICATION

QUALIFICATIONS/EDUCATION

- Educational qualifications suitable to fulfil the role's requirements.

COMPETENCIES

- Ability to multi-task
- Capability of keeping calm under pressure
- Proven track record of working in a team environment

PERSONAL QUALITIES

- High level of interpersonal skills
- Diplomatic, tactful, and controlled in difficult situations
- Excellent communication skills, particularly verbal
- Able to work with minimum supervision
- Must possess a strong work ethic
- High level of self-motivation
- High level of integrity and honesty
- Able to work under pressure and be decisive

SPECIAL CIRCUMSTANCES

- Be in possession of a full valid driving license – preferably clean
- Travelling is an important part of the job, and it is expected that the job holder will undertake regular travel, and this will require overnight stays
- It may be necessary to prepare work outside of the normal working day
- The nature of horseracing dictates that duties will be performed routinely during weekdays, evenings, weekends and bank holidays.