



Job Bulletin: Steward-in-Training

Advertisement # 37123
Steward-in-Training
Regular / Part-Time
Manitoba Horse Racing Commission
Closing Date: March 3, 2021
Salary Range: \$31.52 Hourly

Please quote the name of the position in which are you applying for when submitting your cover letter and résumé.

The Manitoba Horse Racing Commission (MHRC) governs, directs, controls and regulates horse racing and the operation of all horse race tracks in Manitoba offering pari-mutuel wagering. The MHRC strives to ensure that horse racing is carried on in a manner that is fair and safe for all participants and perceived as such by the public.

The MHRC is in the process of being integrated into the Liquor, Gaming and Cannabis Authority of Manitoba (LGCA); as a result, this staffing competition is being led by LGCA staff.

Qualifications:

The successful candidate must have:

- High school diploma and work experience in working directly with the pari-mutuel horse racing industry and/or a regulatory environment. An equivalent combination of education and particularly experience may be considered.
- 1-3 years' experience in the horse racing industry, including interpreting rules, officiating horse races, and observing for compliance.
- Strong inspection and investigative skills, with experience ensuring compliance as well as knowledge of conducting hearings on alleged rule violations, including hearing testimony and evidence on the allegations and determine the appropriate action/penalty.
- Knowledge and experience interpreting and applying legislation, policies and procedures, and supporting regulatory standards and requirements including but not limited to The Horse Racing Commission Act, Regulations, Criminal Code (Canada), and Rules of Thoroughbred Racing.
- Strong communication skills to communicate effectively with internal and external stakeholders, as well as to prepare reports and recommendations.
- Strong interpersonal skills to build and maintain professional relationships with diverse clients and stakeholders.
- Demonstrated political acumen when dealing with confidential and sensitive information.
- Demonstrated decision-making and analytical skills to support organizational and legal requirements.
- Demonstrated ability to work independently and in a team environment.
- Proficiency with MS Office (Word, Outlook) and specialized databases.

The following qualifications are desired:

- Steward accreditation through the Racing Officials Accreditation Program.

Your cover letter and résumé must clearly indicate how you meet the qualifications.

Duties:

Under the supervision of MHRC staff, the steward-in-training position will be responsible for enforcing all rules and regulations pertaining to licensed horse racing in Manitoba during the thoroughbred live racing season. Duties include officiating live races, making decisions regarding possible rule violations, assisting in drug testing for human and equine participants, reviewing licence applications, and conducting investigations. The steward-in-training will interact with internal and external stakeholders, and other horse racing regulators across North America.

Additional Information:

- An eligibility list may be created for similar positions and will remain in effect for 12 months.
- Applicants may be required to write a screening/selection test.

This document is available in alternate formats, upon request.

- Must be legally entitled to work in Canada.
- Circumstances may arise where the competition may need to be withdrawn.
- A valid Manitoba's driver's licence, access to a vehicle and ability to travel periodically throughout Manitoba are required.
- Working hours will be irregular and involve days, evenings and weekends.
- May be required to meet medical examination requirements upon request.
- Must be physically capable of performing the routine manual labour components of the position, which may include but are not limited to: occasional lifting of objects weighing 7-23 kilograms (i.e. saddles), walking considerable distances, climbing stairs, exposure to inclement weather conditions and exposure to moderate noise levels.
- The steward-in-training position is based at the MHRC office located at 3975 Portage Avenue in Winnipeg.
- The thoroughbred live racing season is May to September.

Apply to:

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Liquor, Gaming and Cannabis Authority of Manitoba

Human Resources

1055 Milt Stegall Drive

Winnipeg, MB R3G 0Z6

Fax: (204) 927-5384

Email: resumes@LGCAMB.ca

Please quote your name and the advertisement number in the subject line of your email. Please submit your cover letter, resume and any other documents in PDF format. The LGCA does not accept .zip files or links to Google Docs, Dropbox or any cloud-based storage systems as a replacement for PDF documents.

We thank all who apply and advise that only those selected for further consideration will be contacted.

Accessibility

LGCA will consult with all applicants requesting accommodation during the recruitment process to ensure that the accommodation provided takes into account the applicant's individual accessibility needs.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, visible minorities and persons with disabilities.

Visit <http://www.manitobahorsecomm.org/> to learn more about the Manitoba Horse Racing Commission.

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