Job Description

Position details:

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| Title: | Project Manager | **Position Number:** | TBD |
| Classification: | Level 6 | | |
| Branch: | Projects | | |
| Directorate: | Strategy and Partnerships | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award 1989 | | |
| Reports to: | Senior Project Manager | | |
| Direct Reports: | Nil | | |
| Special Conditions: | Fixed-term position related to specific projects | | |

About the Organisation

Our Vision is to be Australia’s leading provider of sport and entertainment venues and precincts. We directly support high performance sport and deliver world class experiences by striving to meet world class competition standards for our venues; ensuring our venues enable high performance athletes and teams to train and compete in Western Australia; leveraging our position to bring world class sport and entertainment events to the State and making our precincts synonymous with Perth as a vibrant and lively capital city.

About the VenuesWest Way

**The VenuesWest Way guides the way we work and the way we model our behaviour.**

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:

Shape

Description automatically generated

About the Directorate

The Strategy and Partnerships directorate is responsible for the development and management of contracts and facilitation of the more significant procurement activities across the VenuesWest business, building relationships with our key partners, provision of long-term planning, reforming major business processes, communications and marketing, promotion of commercial activities and positioning VenuesWest for the future.

About the Role

The Project Manager leads complex projects and/or contributes to components of larger more significant projects to develop and implement initiatives at the directorate or whole-of-organisation level.

About the Responsibilities

*VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

* Undertakes complex projects requiring the investigation, analysis and evaluation of issues, policy, procedure and/or practice.
* Prepares clear project proposals and defines scope and goals in measurable terms
* Establishes performance outcomes and measures for key project goals, and defines monitoring, reporting and communication requirements
* Prepares accurate estimates of costs and resources required for more complex projects
* Communicates the project strategy and the expected benefits and/or outcomes
* Implements change through contribution to policy and procedure development and business process review.
* Undertakes research and analysis to develop ideas, provide advice/recommendations and problem solve for the benefit of the project.
* Consults and negotiates with areas having an interest in, or are impacted by, the project to ensure stakeholder engagement is effective.
* Monitors the completion of project milestones against goals and initiates amendments where necessary
* Evaluates progress and identifies improvements to inform future projects

Workplace Safety and Health

* Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

* Other relevant duties as required

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Demonstrated capacity to manage and deliver projects and implement strategies including skills in research and analysis, policy development, resource planning and change management.
2. Understands strategic objectives, trends and factors that may influence work plans; Scans the environment to monitor work plans; Thinks laterally and is innovative in identifying and implementing improved work practices.
3. Establishes clear plans and timeframes; Evaluates performance and identifies need for change; Determines action and focuses on quality whilst seeing tasks and projects through to completion.
4. Builds and maintains relationships with stakeholders, team members and colleagues; Recognises and adapts to individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Challenges issues constructively, committing to actions and reflecting on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.
7. Defines and clearly communicates roles and responsibilities; Negotiates and monitors performance standards and provides regular feedback to build on strengths; Guides the team and achieves results; Actively promotes and communicates change to employees.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Understanding of the operations of entertainment and/or sporting facilities.
2. Experience in utilising project management methodology

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

* providing appropriate evidence of the ‘Right to Work’ in Australia
* providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

**Important note:** The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

* Shapes and manages strategy
* Achieves results
* Builds productive relationships
* Exemplifies personal integrity and self-awareness
* Communicates and influences effectively
* Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

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| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. | | |
| Janis Carren  Director Strategy and Partnerships |  | Date Approved:  24/05/2023 |
| As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document. | | |
| Employee Name: |  | Date Appointed:  ……../……../…….. |
| Signature: |  | Date Signed:  ……../……../…….. |