Job Description

Position details:

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| Title: | Senior Project Manager | **Position Number:** | 04311 |
| Classification: | Level 7 | | |
| Branch: | Projects | | |
| Directorate: | Strategy and Partnerships | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award | | |
| Reports to: | Director Strategy and Partnerships | | |
| Direct Reports: | Project Manager  Project Officer | | |
| Special Conditions: | Fixed term position based on 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 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 Senior Project Manager is responsible for planning and delivering key projects for VenuesWest. The role is responsible for the oversight of and execution of all projects within the Strategy and Partnerships directorate. The role is responsible for allocating appropriate resources and delivering outcomes for complex projects that may require comprehensive development and creative solutions.

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.*

Project Management

* Prepares project scopes, business cases and relevant funding submissions
* Undertakes research and analysis to develop ideas, provide advice/recommendations and problem for the benefit of the project
* Accesses key subject-matter experts’ knowledge to inform project plans and directions. This may include engaging appropriate Consultants to complete required work.
* Understands and navigates complex stakeholder requirements and relationships and implements effective internal and external engagement and communications strategies for all stages of the project.
* Sets and controls appropriate governance structures for each project where required
* Monitors the completion of projects and implements effective and rigorous project evaluation methodologies to inform future planning.
* Facilitates positive negotiations based on research and a firm grasp of key issues to resolve problems/conflict and manages the escalation process where required.
* Adapts to changes in the project environment in a positive and efficient manner
* Implements appropriate systems and/or mechanisms for communication and management of information for the project.
* Develops change procedures incorporating appropriate delegated authorities, manages change effectively and manages the transition between project stages for multiple projects.
* Delivers evidence-based, high quality written and verbal advice; including reports, briefing and discussion papers; to facilitate informed decision making.
* Develops policies and procedures associated with the project scope and the required outcomes
* Ensures compliance with VenuesWest policies and procedures and legislation

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 related duties as required

About the Person

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

1. Proven project management skills and/or equivalent experience involving:

* managing a variety of projects of a sensitive, difficult and/or complex nature
* preparing comprehensive project plans which identify and control interdependencies
* managing resources to achieve outcomes
* identifying and managing risk
* implementing change/reform to support successful project outcomes
* demonstrating (or rapidly acquiring) technical knowledge relevant to each project
* building relationships, negotiating with and influencing stakeholders
* ability to undertake complex research to deliver the required outcomes

1. Inspires a sense of purpose and direction and focusses strategically by understanding the organisation’s objectives, aligning operational activities accordingly and providing direction to team members regarding the importance of their work.
2. Establishes clear plans and timeframes for project implementation; Responds to change and uncertainty in a positive and flexible manner; Sees projects and programs through to successful completion whilst achieving quality outcomes.
3. Builds productive relationships internally and externally to facilitate cooperation, partnerships and working collaboratively as a team; Leverages diverse views and perspectives and promotes a culture of quality customer service.
4. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Makes decisions for the corporate good without favouritism or bias; Responds to pressure in a controlled manner and continues to move forward despite setbacks.
5. Communicates confidently, concisely and articulately both orally and in writing, approaching negotiations with a strong grasp of the key issues, and striving to achieve an outcome that delivers benefits for both parties.

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 the application and implementation of project management methodologies.

Qualifications / Certifications

Desirable:

* Tertiary qualification in Project Management or a related discipline.

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:  ……../……../…….. |