

PROJECT MANAGER

(POSITION #04317)

VENUES WEST

AWARD CLASSIFICATION	GOSAC, Level 6	ANZSCO	511112
DIRECTORATE	Major Projects	BRANCH	Strategic Projects
LINE MANAGER	Manager Strategic Projects	DIRECT REPORTS	N/A
SPECIAL CONDITIONS	Fixed-term position related to specific projects		

ABOUT THE ROLE

The Project Manager leads and/or coordinates a wide range of projects to influence and deliver strategic outcomes of significant impact for VenuesWest.

ROLE RESPONSIBILITIES

VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

PROJECT MANAGEMENT

- Prepares clear project proposals and defines scope and goals in measurable terms.
- Manages consultant engagement and performance
- Establishes performance outcomes and measures for key project goals, and defines monitoring, reporting and communication requirements
- Prepares accurate estimates of costs and resources required using QS as required
- Clearly communicates the expected benefits and/or outcomes of the project including benefits analysis reports to inform future projects
- Undertakes research and analysis to develop ideas, provide advice/recommendations and problem solve for the benefit of the project.
- Consults effectively with internal and external stakeholders.
- Monitors the completion of project milestones against goals and recommends amendments where necessary.
- Coordinates multiple workstreams and contributions from the broader project team.
- Writes and maintains project reports/ records in line with relevant policies and procedures.
- Participates in governance and working groups as required.

STRATEGY

- Undertakes research projects requiring the investigation, analysis and evaluation of issues, policy, procedure and/or practice.
- Analyses complex information to inform clear, concise outputs and recommendations.
- Prepares documentation, including reports, information packs, and Parliamentary and Ministerial communications.
- Develops positioning papers for new projects, clearly outlining objectives and principles for the project.
- Participates in organisation-wide planning processes, including business planning and strategic asset planning.
- Thinks strategically about project requirements, implications, and long-term impacts and advocates for the best outcomes for VenuesWest and the state.
- Contributes to the preparation of Treasury-compliant ERC submissions and business cases.

WORKPLACE SAFETY AND HEALTH

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

OTHER

- Other related duties, as directed.

ROLE REQUIREMENTS

The following capabilities are to be addressed in context of the responsibilities of the role.

ESSENTIAL

1. Demonstrated capacity to develop, 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.

DESIRABLE

1. Understanding of the operations of entertainment and/or sporting facilities.
2. Experience in utilising project management methodology.
3. Experience with WA Government processes, including Expenditure Review Committee submissions and the Strategic Asset Management Framework.

ABOUT THE VENUESWEST WAY

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



We champion dreams



We deliver safely



Together we win



We act like owners



We celebrate success

POSITION CONDITIONS AND ELIGIBILITY

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Gary Conyard
Director Major Projects



Date JDF Approved

12 May 2026