

Job Description

VENUES WEST

Position details:

Title:	Project Manager Outsourced Venues	Position Number:	04311
Classification:	Level 7		
Branch:	Capital Works		
Directorate:	Portfolio Management		
Award/Agreement:	Public Service and Government Officers CSA General Agreement and GOSAC Award		
Reports to:	Director Portfolio Management		
Direct Reports:	Nil		
Special Conditions:	Nil		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

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:



About the Directorate

The Portfolio Management Directorate is responsible for providing asset management, asset planning, redevelopment and capital upgrade programs whilst managing infrastructure services.

About the Role

The Project Manager Outsourced Venues is responsible for planning and delivering key projects for VenuesWest. The role is responsible for managing complex contractual agreements and stakeholder relationships. The role is responsible for allocating appropriate resources and delivering outcomes for complex projects that introduce substantial change to the organisation and/or require comprehensive development and creative solutions.

About the Responsibilities

Project Management

- Prepares project scopes, business cases and plans that reflect the work activity, key interdependencies and critical paths including budget, time, risk and resource impacts.
- Accesses key subject-matter experts' knowledge to inform project plans and directions. This may include engaging appropriate Consultants to complete scopes, designs and/or specification development for tender purposes.
- 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, such as the Project Working Group, Project Steering Committee and Project Control Group and Chairs meetings with multiple key stakeholders.
- Contract management tasks including coordinating and facilitating complex contract arrangements.
- Monitors the completion of projects and implements effective and rigorous project evaluation methodologies to inform future planning and completes project close out reports.
- Facilitates positive negotiations based on research and a firm grasp of key issues to resolve problems/conflict and manages the escalation process where required.
- Develops and implements effective strategies to remedy project variances which minimise impacts to time, cost and quality of project deliverables.
- Manages transitions between project stages and ensures that changes are consistent with organisational goals.
- Adapts to changes in the project environment in a positive and efficient manner
- Undertakes critical research and analysis including trend analysis and impact/risk assessments.
- 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
- Monitors the completion of projects and implements effective and rigorous project evaluation methodologies to close out each project and inform future planning.
- Ensures compliance with VenuesWest policies and procedures and legislation

Occupational Safety and Health

- Performs work in a manner to ensure that all reasonable steps are taken to protect the safety and health of themselves, their colleagues and all other stakeholders including contractors and patrons.
- Understands the *Occupational Safety and Health Act* and relevant codes and legislation as it applies to projects and implements safe work practices, procedures and instructions, uses personal protective equipment (PPE) and monitors and controls project work to ensure safe work outcomes at all times.
- Monitors and controls project work to ensure VenuesWest's safety requirements are met.
- Prepares for and implements all operations necessary to safeguard life and property in the event of an emergency by:
 - understanding and participating in emergency response procedures;
 - managing contractor onboarding requirements and ensure all work is conducted in a manner that is compliant with regulation and legislation; and
 - reports all hazards, incidents, injuries, near misses and unsafe work practices.

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
 - experience with managing complex contracts
2. 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.
3. 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.
4. 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.
5. 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.
6. 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. Experience in the application of Australian Standard Contract forms (AS2124, AS4000, AS4902, AS4906 etc.)
2. Understanding of the operations of entertainment and/or sporting facilities.
3. 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 Human Resources on (08) 9441 8362.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Gary Conyard Director Portfolio Management		Date Approved:/...../.....
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:/...../.....

