

POSITION DETAILS

Position Title

Director Technical Services

Position Number

14550

Classification Level

Level 7

Award/Agreement

Public Service Award 1992, or any other prevailing industrial instruments

Division/Directorate

Culture and the Arts

Branch/Section

Perth Theatre Trust

Physical Location

His Majesty Theatre

Effective Date

1/07/2020

Employment Type

Fixed-Term

Employment Status

Full time

REPORTING RELATIONSHIPS

Position reports to

13578 – Director Venue Operations - Level 8

Positions reporting to this position

Technical Manager, VMA Level 9 (x2)
Technical Manager, VMA Level 10 (x2)
Assistant Technical Manager, VMA Level 8
Assistant Technical Manager, VMA Level 9
Presentation Supervisor, VMA Level 6
Casual Presentation Staff
Casual Back of House Staff

PURPOSE OF THE POSITION

The Director will encourage and support a culture of safety first, continuous improvement and customer service excellence within the Technical Department, with a key focus on developing the accountabilities, skills and capabilities of staff, driving event productivity and maintaining cost competitiveness for users, while ensuring the delivery of sustainable technical outcomes in the planning, development, services delivery and maintenance of the technical infrastructure and technical environments within Perth Theatre Trust Venues.

ABOUT PERTH THEATRE TRUST

The Perth Theatre Trust (PTT) is a statutory authority established and constituted under the *Perth Theatre Trust Act 1979* to oversee the management and operation of theatres vested or leased to PTT.

PTT is responsible for the care, control, management, maintenance, operation and improvement of theatres under its control which currently includes the Albany Entertainment Centre, His Majesty’s Theatre, Subiaco Arts Centre and the State Theatre Centre of WA.

PTT is part of the Culture and Arts Division, brought together by the Department of Local Government, Sport and Cultural Industries (DLGSC).

ORGANISATION	MISSION	VISION	VALUES
DLGSC	To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.	Creating a vibrant, inclusive and connected WA community.	Customer Focused Responsive Respectful Accountable Innovative
PTT	To offer wide-ranging arts experiences in well-managed venues	To have vibrant, full theatres	Creativity Respect Service

DUTIES OF THE POSITION

This section outlines the essential results and outcomes required of an individual in this position.

1. Assists the Director Venue Operations in the development, implementation and evaluation of PTT’s strategic, business and operational plans within the overall DLGSC strategic objectives.
2. Manages the development, implementation and evaluation of the strategic objectives in line with PTT’s strategic and operational planning requirements.
3. Manages the technical operations, including staff development and delegation of responsibility, effective use of resources and high-quality service delivery.

4. Manages the provision of high-level strategic support, research, advice and information to inform and promote PTT's policies, programs and services.
5. Oversees the management of performance and adherence of technical service standards (Federal and State) by contractors, sub-contractors and relevant internal business units.
6. Manages the compliance of a safe working environment in accordance to the regulations of the *Occupational Health and Safety Act 1984* in consultation with PTT's Health & Safety Consultant and Health & Safety Committee.
7. Participates as a member of PTT's senior management team and along with other members, maintains a constructive and collegiate discipline within the team.
8. Ensures and leads effective integration of planning and operations of the technical service teams' emergency response functions in collaboration with other business units.
9. Other duties, as required that are consistent with the key requirements of the role.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with PTT's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

Essential

1. Role Specific Requirements
 - Demonstrated senior management experience developed within a relevant technical multi-disciplined environment.
 - Demonstrated experience facilitating high level partnerships through respectful consultation and stakeholder engagement to deliver priority projects and services for the culture and arts sector.
 - Demonstrated experience in theatre technology and innovation and its application to the performing arts at a national or international level.
 - High level understanding of state funded venues and experience in delivering cultural change within the technical area of a 'values-based organisation'.
2. Shapes and Manages Strategy
 - Inspires a sense of purpose and direction that drives innovative thinking with a focus on greater outcomes.

- Harnesses information and opportunities to gain maximum operational benefit.
- Shows high level judgement, intelligence and common sense.
- Ensures a high level of awareness amongst staff in regard to the organisation's policies, procedures and projects.

3. Achieves Results

- Builds technical skill through effective staff development in an environment where innovation and achievement are emphasised and rewarded.
- Marshals professional expertise to implement change in a high performing environment.
- Sets and delivers upon key performance indicators

4. Builds Productive Relationship

- Monitors the performance and adherence to standards by hirers, contractors, sub-contractors and other business units that require Technical Services.
- Facilitates opportunities to build internal and external relationships that improve business outcomes.
- Values individual differences and diversity.
- Guides, coaches and develops people.

5. Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity.
- Engages with risk and shows personal courage.
- Commits to action.
- Displays resilience.
- Demonstrates self-awareness and commitment to personal development.
- Ability to understand and operate within the mission, vision and values of PTT.

6. Communicates and Influences Effectively

- Communicates clearly.
- Listens, understands and adapts to audience.
- Negotiates persuasively.

Desirable

1. Tertiary qualification in an appropriate discipline or equivalent extensive work experience in technical services management.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- PTT venues are a seven (7) day a week operating environment and there may be some requirement to work to weekends and after normal business hours.
- A current (within 6 months) National Police Clearance is required.
- This role requires travel to all CBD PTT venues as well as occasional travel to Albany.

Appointment is subject to:

- 100 point identification check; and
- Criminal History Record Check: An acceptable National Police Certificate (police clearance within 6 months), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Training:

- Complete induction within three months of commencement.
- Complete Accountable and Ethical Decision Making Training within 6 months.
- Complete any training specific to the role required by DLGSC or PTT policy.

CERTIFICATION

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

.....
Corporate Executive Representative Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the Department's Code of Conduct.

.....
Employee Signature

Date (DD/MM/YYYY)