

# Job Description

VENUES WEST

## Position details:

<b>Title:</b>	Manager Planning, Research and Reporting	<b>Position Number:</b>	04101
<b>Classification:</b>	Level 7		
<b>Branch:</b>	Planning, Research and Reporting		
<b>Directorate:</b>	Strategy and Partnerships		
<b>Award/Agreement:</b>	Public Sector CSA Agreement and GOSAC Award 1989		
<b>Reports to:</b>	Director Strategy and Partnerships		
<b>Direct Reports:</b>	Research & Reporting Coordinator		
<b>Special Conditions:</b>	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 Strategy and Partnerships directorate is responsible for the development and management of key contracts and the facilitation of best practice contract management and 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 Manager Planning, Research & Reporting is responsible for developing and maintaining VenuesWest's business planning and performance reporting function; supporting the senior leadership team through continual improvement of planning processes, research and program evaluation processes (including KPI's).

## 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, Workplace Health and Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

### Strategic Management and Planning

- Leads the development, review and ongoing improvement of VenuesWest's strategic and business plans and relevant planning frameworks.
- Continues to develop VenuesWest's reporting capability and systems including, where relevant, leveraging technology.
- Facilitates change management strategies required to achieve corporate objectives.
- Facilitates the annual assessment of Targeted Sports as part of the High-Performance Sport Strategy.
- Facilitates the development of the VenuesWest Annual Report.
- Facilitates Business Planning Workshops for senior staff at VenuesWest.

### Corporate Governance, Accountability and Compliance

- Works with members of the Executive Team and Management Team to achieve VenuesWest objectives.
- Contributes to the development and maintenance of the VenuesWest's compliance framework with particular reference to the expected outcomes and outputs for this position.
- Prepares and submits, in consultation with the Executive Team, material and reports required under the *Western Australian Sports Centre Trust Act*.

### Policy Development and Implementation

- Undertakes research, policy development and investigation on business planning, organisational development, industry trends, performance indicators and program evaluation initiatives and issues.
- Advises staff in all areas of business planning, research and industry trends, performance reporting and other public sector compliance matters.

### Client and Stakeholder Management

- Develops and fosters industry, community and government communications and relationships.
- Manages stakeholder relationships and consults and negotiates with a range of external stakeholders including industry representatives.
- Represents VenuesWest in negotiations, discussions and consultations with customers and key stakeholders.
- Establishes and maintains constant liaison with other Directorates to ensure the enhancement and successful delivery of services.

### Development of People, Teams and Leadership

- Participates as an active member of the Senior Management Team promoting professional development within the team.
- Accountable for shaping appropriate work cultures aimed at encouraging the development of staff.
- Encourages reflection and innovation on research and development into people management.
- Manages and monitors the recruitment, induction, training and performance of staff within the team.
- Assists with the implementation of change management strategies required to achieve corporate objectives.

### Project Management

- Leads, monitors and evaluates allocated major corporate projects.
- Facilitates cross functional/directorate project teams.



## 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 duties as required.

## About the Person

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

1. Considerable skills, knowledge and experience in corporate and operational planning, research and program evaluation.
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.
7. Refines roles and responsibilities and allocates workforce resources to achieve business outcomes and develop team capability; Undertakes succession planning; Provides coaching and leadership to encourage others to strive for ongoing performance improvement and continuous improvement.

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

1. Experience in planning or strategic management in the sporting or recreation sectors.

## Qualifications / Certifications

Desirable:

- Tertiary qualifications in business, sport, planning or a related field.

## 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:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Stuart Lyon Director Strategy and Partnerships		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: ...../...../.....

