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| **634372AWARD CLASSIFICATION** | Level 8 PSCSAA | **ANZSCO** | 511112 |
| **DIRECTORATE** | Major Projects | **BRANCH** | Major Projects |
| **LINE MANAGER** | Director Major Projects | **DIRECT REPORTS** |  |
| **SPECIAL CONDITIONS** | This position will be mobilised to work on significant strategic projects as part of the VenuesWest Project ‘Hedge’ Team which requires agility to ensure that projects related to future venues and significant strategic initiatives are prioritised. When mobilised for ‘Hedge’ projects, the position will report to the Director Strategy and Partnerships. | | |

## **ABOUT THE ROLE**

## The Senior Project Manager is responsible for ensuring complex new venue and existing venue upgrade projects are delivered on time, within budget and to the required standard. The role provides timely, accurate information, reports and advice relating to the status of projects and new venues and recognizes and acts on opportunities to enhance project delivery through engineering design and policy formation. This role ensures new venue projects and complex capital works projects meet the holistic needs of VenuesWest.

## **ROLE 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 workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Work Health & Safety legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

#### **PROJECT MANAGEMENT**

* Leads, directs and manages the provision of project services in accordance with VenuesWest’s obligations as the future owner of new venues and complex capital works projects including those under construction.
* Develops, implements and maintains project management systems.
* Identifies construction and fit out matters or decisions requiring future resolution and pursues them to resolution with future manager representatives, VenuesWest, the project architects and builders.
* Manages contracts related to VenuesWest’s obligations for new venues including those under construction.
* Manages expression of interest processes required to complete aspects of the project.
* Secures VenuesWest resources required to assist the future venue manager to prepare for operations including operating costs and if relevant, fit out costs for all new venues.
* Project manages VenuesWest’s responsibilities in regard to a future venue manager project team and office.
* Responds to ministerial requests, parliamentary questions and cabinet communication as required.
* Prepares submissions and provides advice to VenuesWest Board, Executive Team, CEO, the Director and the Government on the progress of VenuesWest’s obligations for new venue projects to ensure planned outcomes are delivered.
* Ensures the timely provision and quality of briefing material and all other required information between members of design and construct teams.
* Directs and coordinates all aspects of the project to ensure cost and quality parameters are maintained.
* Develops, manages and measures the project budget against financial and non-financial targets.
* Provides input to and prepares and presents detailed business cases and cabinet submissions to the Director and CEO as required.
* Represents VenuesWest at meetings and forums at the State and National level as required.
* Anticipates opportunities and trends and initiatives changes and innovation to enhance project delivery.
* Develops, implements and manages risk management strategies as they relate to the project.
* Builds, models and promotes ethical leadership culture that encourages innovation, collaboration, coordination and partnership with a range of diverse internal and external stakeholders.

#### **WORKPLACE SAFETY AND HEALTH**

* Reads and understands all emergency plans and safety and health procedures, follows safe work instruction, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

#### **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. Substantial experience in project planning and management and high-level contract management skills.
2. Inspires a sense of purpose and direction and focusses strategically, establishing operational goals that link to strategic objectives; Harnesses information and considers opportunities; Analyses risks and issues and identifies solutions.
3. Achieves results by building teams with complementary skills and creating a flexible work environment; Establishes clear plans and timeframes; Responds positively to change; Strives to achieve results and encourages other to do the same.
4. Builds and sustains productive relationships with a network of key stakeholders; Facilitates cooperation and partnerships and resolves conflicts effectively; 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; Provides impartial and forthright advice, challenges important issues and stands by the position; Commits to action and displays resilience in achieving them; Demonstrates self-awareness and commits to personal development.
6. Communicates confidently, concisely and accurately both orally and in writing adapting their style to their audience; Negotiates persuasively, encourages debate and identifies common ground to facilitate agreement.
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.

#### **DESIRABLE**

1. Understanding of WA State Government procurement practices and guidelines.
2. Knowledge of venue construction trends and entertainment and sporting facility development.

## **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:

## **A group of icons with a star in the middle Description automatically generated**

## **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)

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| **Stuart Lyon**  **A/CHIEF EXECUTIVE OFFICER** |  |
| **Date JDF Approved** | Click or tap to enter a date. |