Job Description

Position details:

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| Title: | Project Manager | **Position Number:** | 03105 |
| Classification: | Level 7 | | |
| Branch: | Projects | | |
| Directorate: | Portfolio Management | | |
| Award/Agreement: | Public Sector CSA Agreement and GOSAC Award 1989 | | |
| 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 is responsible for the planning, design, procurement and execution of key capital projects for VenuesWest. The role is responsible for ensuring allocation of appropriate resources to deliver quality, timely and value for money outcomes that are fit for purpose and compliant with relevant policies, codes, regulations and legislation. The role will lead the delivery of complex projects that have a major impact on our organisation and the State.

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, Occupational Safety & Health legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

Project Management

* Prepares project plans that reflect the work activity, key interdependencies and critical paths including budget, time, risk and resource impacts.
* Understands and applies the various contract types necessary to deliver for capital infrastructure projects, including consultant construction contracts, using the Australian Standard suite of contract types and has experience with Government procurement, planning requirements and contracts.
* Develop scopes, understands specifications and Architectural/Engineering drawings to deliver complex projects that consider existing building constraints.
* Understands each element of the project in detail and applies risk management methodologies to ensure risk is assessed, effective controls are in place and risk is managed throughout the life of the project.
* Accesses key subject-matter experts’ knowledge to inform project plans and directions. This may include engaging appropriate Consultants to complete design and specification development for tender purposes.
* Implements effective internal and external stakeholder engagement and communications strategies for all stages of the project.
* Contract management tasks including coordinating and facilitating complex contract arrangements
* 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.
* 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.
* 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.
* Flexibility to adapt to changes in the project environment in a positive and efficient manner
* Develops project cashflows to reflect budget and forecast expenditure, tracks project financials and prepares reports for the Manager Capital Works when required.
* 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
* Ensures compliance with VenuesWest policies and procedures, codes, regulation and legislation applicable to each project.
* Monitors the completion of projects and implements effective and rigorous project evaluation methodologies to close out each project and inform future planning.

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 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 experience involving:

* managing a variety of projects of a sensitive, difficult and/or complex nature
* preparing comprehensive project plans which identify and control interdependencies and critical paths
* managing and assigning appropriate resources to achieve outcomes
* identifying, controlling 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
* demonstrated experience with managing complex contracts; including capital and construction contracts;

1. 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.
2. 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.
3. 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.
4. 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.
5. 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. Significant experience in the delivery of complex capital works projects including Government projects
3. Understanding of the operations of entertainment and/or sporting facilities.
4. 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
* construction white card

**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:

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| 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:  31/08/2019 |
| 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:  ……../……../…….. |