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| **AWARD CLASSIFICATION** | GOSAC, Level 7 | **ANZSCO** | 139999 |
| **DIRECTORATE** | Portfolio Management | **BRANCH** | Capital Works |
| **LINE MANAGER** | Director Portfolio Management | **DIRECT REPORTS** | Capital Works Coordinators  Works Contracts Administrator  Project Managers |
| **SPECIAL CONDITIONS** | N/A | | |

## **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 Manager Capital Works leads the capital investment and capital works planning together with managing capital works projects and expenditure functions for VenuesWest. The position provides leadership and direction to the Capital Works Branch in the management, scoping, design, procurement and delivery of the VenuesWest capital projects and programs to ensure they are delivered on time and within budget, meet stakeholder expectations and comply with all relevant policies, codes, regulations and legislation. The position is capitalised and the existence of this role is reliant on and subject to the Capital Works budget for VenuesWest.

## **ROLE RESPONSIBILITIES**

*VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest’s Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

#### **LEADERSHIP & STRATEGIC MANAGEMENT**

* Provides leadership for the members of the Capital Works branch to achieve the Portfolio Management Directorate’s objectives that includes the formulation of policies and strategies for the Portfolio Management Directorate
* Contributes to the strategic planning, business planning and policy development for VenuesWest.
* Facilitates continuous improvement through the ongoing monitoring, analysis and achievement of the Portfolio Management’s Directorate Business Plan, Budget and KPI’s responding proactively and making changes when required.
* Leads the development of VenuesWest’s capital investment plan and capital works planning.
* Leads the annual capital expenditure budget process in accordance with the VenuesWest Strategic Asset Management Plan.
* Monitors, analyses and reports on the financial performance of the capital expenditure budget.
* Provides input to and assists in the delivery of major corporate projects.
* Assists in the delivery of change management strategies required to achieve organisational objectives.

#### **CORPORATE GOVERNANCE, ACCOUNTABILITY AND COMPLIANCE**

* Contributes to the development and maintenance of VenuesWest’s accountability framework and manages resources to deliver on the expected outcomes and outputs for this position.
* Leads the implementation and evaluation corporate governance practices and systems for the Capital Works branch ensuring compliance.
* Contributes to the identification of risks and manages exposures in relation to risk, liability and safety
* Ensures compliance of all capital and minor works with relevant codes, regulations and legislation.

#### **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.
* Works collaboratively to deliver continuous improvement within the capital and minor works branch and across the organisation to ensure the successful delivery of VenuesWest services.
* Establishes and maintains professional relationships with other government agencies and external organisations to ensure the capital works delivery needs are met.
* Represents the capital works projects in relevant stakeholder working groups and committees as required.

#### **DEVELOPMENT AND LEADERSHIP OF PEOPLE AND TEAMS**

* Provides effective leadership and ensures the team models the behaviours of the VenuesWest Way.
* Assists in shaping appropriate work cultures aimed at facilitating high performance.
* Undertakes the VenuesWest Performance Development Planning process for the Capital Works branch ensuring the people are continually developed and recognised.
* Assists in the delivery of the VenuesWest Workforce & Diversity Plan.
* 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.

#### **MANAGEMENT**

* Leads and provides direction to the Capital Works branch to ensure that capital and minor works projects and programs are delivered in accordance with endorsed plans for time, quality and cost.
* Manages human, financial, technological and physical resources to achieve the Portfolio Management Directorates Business Plan and Key Performance Indicators.
* Drives efficiency to ensure the maximum benefit is achieved from the capital works budget.
* Provides direction to the capital works branch in respect of project management including risk management, occupational health and safety, client focus and corporate governance.
* Manages and coordinates capital works across VenuesWest, ensuring appropriate liaison with clients on the impact and timing of the delivery of projects and programs.
* Develops and manages the budget, planning, scoping, specifications, design, and delivery of capital works projects.
* Facilitates the efficient delivery and management of approvals and planning for capital works projects and purchases.
* Identifies and manages risks and issues as they relate to approvals, planning and delivery of projects.
* Manages capital works projects including tender specifications, procurement, evaluations, awarding contracts and the delivery of the contract.
* Manages the lifecycle costing of capital works projects to ensure the most efficient use of project funds giving consideration to ongoing operational and maintenance costs.
* Manages the delivery of contract payments, claims and variations.
* Manages and provides direction to contractors and consultants engaged on capital works projects to ensure compliance with cost, time, performance standards, quality and safety requirements.
* Undertakes the role of Superintendent’s Representative, when required, for capital works projects.
* Ensures all contractors’ staff engaged on capital works projects are inducted at the commencement of the project and work in a safe manner at all times.
* Leads the dispute resolution processes to resolve problems and issues associated with contractual disputes for capital works projects.
* Promotes a culture of continuous improvement and leads initiatives that review the efficiency, effectiveness and responsiveness of capital and minor works delivery.
* Develops and implements strategies, policies and processes as they relate to capital expenditure planning and delivery.
* Develops VenuesWest Leadership Team and VenuesWest Board papers and reports pertaining to capital and minor works activities and strategies as required.
* Leads and provides direction to the Capital Works Branch to ensure the capital works program is delivered in accordance with endorsed plans for time, quality and cost.

#### **WORKPLACE SAFETY AND HEALTH & CONTRACTOR SAFETY MANAGEMENT**

* I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.
* Oversees contractor safety inductions, conducting regular safety inspections, and ensuring all contractors have up-to-date risk assessments and safety management plans.
* Assumes overall responsibility for the prioritisation, maintenance and promotion of a safe working environment and eliminating or minimising risks to health and safety so far as is reasonably practicable.
* Develops and maintains contractor management frameworks ensuring legal, regulatory and organisational WHS obligations are met, monitors performance and takes corrective action as required.
* Identifies, assesses and mitigates risks associated with contractor activities, implementing appropriate control measures to maintain a safe working environment.

#### **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. Proven high level experience and knowledge in the successful planning, design, specification development, procurement and delivery of capital works projects and programs including:
   1. experience in the establishment and management of high level capital expenditure plans and budgets.
   2. Demonstrated experience in managing contractor safety by ensuring compliance with Workplace Health and Safety (WHS) regulations and safety standards.
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.

#### **DESIRABLE**

1. Knowledge of entertainment and sports venues and venue management issues.

**QUALIFICATIONS / CERTIFICATIONS**

#### **ESSENTIAL**

* WA Construction Industry White Card (Work Safely in the Construction Industry); or capacity to complete within 1 month of commencement

#### **DESIRABLE**

* Tertiary qualification in project management, mechanical, electrical or civil building services or related discipline

## **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 to represent the VenuesWest Way signature behaviours. In order left to right; a trophy 'We Champion Dreams', an exclamation mark in a triangle 'We Deliver Safely', a star 'Together We Win', a building 'We Act Like Owners', and a cone with streamers and confetti 'We Celebrate Success'**

## **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 3 months)

## **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. | |
| **David Etherton**  **Chief Executive Officer** |  |
| **Date JDF Approved** | 5 June 2025 |