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| **AWARD CLASSIFICATION** | GOSAC, Level 7 | **ANZSCO** | 139999 |
| **DIRECTORATE** | Major Projects | **BRANCH** | Major Projects |
| **LINE MANAGER** | Director Major Projects | **DIRECT REPORTS** | N/A |
| **SPECIAL CONDITIONS** | N/A | | |

## **ABOUT THE ROLE**

The Project Manager – Major Projects manages VenuesWest’s responsibilities in the transition to operations for new venues vested with the organisation.

## **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.*

#### **TRANSITION**

* Manages VenuesWest’s responsibilities in the operational set up and transition of new venues to operations.
* Develops and implements a transition management plan for new venues and provides input into the development and implementation of other key plans for the transition and operations.
* Provides overall coordination of Operator and VenuesWest transition programs.
* Works with stakeholders, develops and coordinates the scenario testing for new venues.
* Reviews and advises the Project Director on the suitability and compliance of stakeholder operating phase plans.
* Works with the Procurement team in the development and management of fit out procurement plans and documentation within Government guidelines within Government guidelines.
* Provides oversight of the procurement and delivery of the operational fit-out of new venues.
* Provides advice into the design development process and takes a support role with respect to State input into FF&E and room data sheets.
* Reports on the progress of transition matters.
* Liaises with stakeholders and resolves complex transitional and coordination issues.
* Monitors and ensures compliance with Government, agency and public sector policy and processes for contracts and agreements ensuring the probity and high ethical standards in government and procurement are maintained.
* Provides specialist advice on operational fit-out issues.
* Other duties as required.

#### **CLIENT AND STAKEHOLDER MANAGEMENT**

* Fosters positive working relationships between VenuesWest and other key stakeholders.
* Fosters industry, community and government communications and relationships.
* Represents VenuesWest at external working committees and meetings as required.
* Maintains extensive liaison with clients and provides advice on commercial and policy aspects of contracts.
* Negotiate with clients and stakeholders in regards to contract development and management.

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

* 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.

#### **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 managing multi-stakeholder projects including:
   * conceptual and strategic problem-solving skills and experience;
   * experience in transitioning projects from the construction phase through to the operational phase; and
   * an understanding of government processes and transition issues.
2. Inspires a sense of purpose and direction and focuses 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 co-operation, partnerships and working collaboratively as a team; Leverages diverse views and perspectives and promotes a culture of customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Makes decisions for the collective 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, striving to achieve outcomes that deliver benefit 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. Demonstrated knowledge of government contracting policies and practices.
2. Knowledge and understanding of the sports industry and arts, cultural and/or and entertainment industries.

## **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 12 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. | |
| **Janis Carren**  **A/Chief Executive Officer** | Chart, line chart  Description automatically generated |
| **Date JDF Approved** | 13 December 2022 |