

Given the scale of the projects, the procurement function will include a mix of standard supplier quotations ranging through to larger, formal Request for Quotation (RFQ) and Tenders. Where applicable, the Club Capital Works Manager will be responsible for managing all design and construction quotation and tender documentation, evaluate submissions and preparing reports for approval to award contracts in line with GRV and State Government procurement policy and approval from the Manager Facilities and Infrastructure and Procurement Manager. The Club Capital Works Manager may then delegate a number of Club projects to the Clubs to deliver and oversee contract management/administration of these contracts for the duration of their engagement.

The Club Capital Works Manager will assist the Clubs in developing and managing their own 5 year infrastructure plans, and manage the Clubs' capital/Memo of Understanding (MoU) funding allocations. Additionally, the incumbent will assist with applications and the acquittal reporting of applicable State and Federal government funding programs (e.g., VRIF) as received in support of delivering the 5 year infrastructure development fund budget.

FREEDOM TO ACT / DECISION MAKING

- Invoice and purchase order approval in accordance with GRV delegations matrix (up to \$10,000);
- Management of third-party contractors and consultants;
- Preparation of government funding applications and acquittal reports;

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
Project manage nominated capital works projects as required, including preliminary concept preparation, liaison with stakeholders (both internal & external) & project planning and best practice.	Supervise design consultants, prepare estimates, liaise with clubs and other stakeholders, and adherence to best practice designs. Oversee and administer a number of Club initiated projects.	Quality, budget and timeliness of project delivery. Liaise with Clubs & Membership development and Racing, Wagering & Business development depts. as required per project. Turnover/completion of a number of key projects.
Project Management documents	Prepare project planning documentation to gain necessary approval including project charter and scoping plan, and supporting documents including but not limited to stakeholder risk, time, and cost management plans, etc as required for relevant projects. Development process flow charts and gain input from relevant GRV departments to ensure Club facility and infrastructure developments have received necessary stakeholder sign off	Development of and approval of project management plans per project with stakeholder endorsement. Club Committee sign of all Club initiated projects. Documentation in line corporate information system and State Governments guidelines for relevant funding acquittals.
Procurement/tendering and evaluation	Prepare design and construction request for quotation and tender documentation, evaluate submissions as evaluation panel member and negotiate with prospective contractors. Assist in the preparation of reports to the GRV Senior Executive and Board for approval in conjunction with the Procurement Manager as required	Compliance with GRV and State Government procurement policy. GRV Board approvals.
Construction management (day to day)	Overview construction including program (timeline) management, preparing progress payments, managing and evaluate variations and claims, performing contract administration, preparing contract reports, attending site meetings and assessing contractor performance.	Record keeping and reporting in agreed timeframes and format. Report status to GRV on a regular basis.
Decision making	Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation	Quality project outcomes
Stakeholder Management	Represent GRV at project meetings with stakeholders and wider community. Develop and maintain strong relationships with key stakeholders both within and outside the organisation	Conduct and records of regular site and project meetings. Feedback from GRV/Club representatives
Cost and Time Management	Accountability and reporting of project budgets as part of the capital works plan. Assist in the development of GRV's 5 year Infrastructure development budget and relevant Club capital budgets, and prioritise works and timelines	Projects completed on time and in budget. Financial management and reporting in line with GRV requirements.
Capital Funds Management	Management and reporting of Club capital and MoU funds from GRV. Acquittal of Government funded grants.	Accurate 5 year infrastructure planning and management for Clubs
Funding	Prepare detailed funding applications and acquittals (where applicable)	Timeliness and accuracy of funding acquittals

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Third-party consultants and contractors (e.g. architects/design and construction contractors, town planners, track designers, trades people)	Chief Operating Officer – Corporate Services
Greyhound racing club managers and track staff	Manager Facilities and Infrastructure and Senior Infrastructure Projects Manager
Government bodies – including funding, planning and development authorities	General Manager – Clubs and Membership Development
Members of the wider greyhound industry - owners, trainers, breeders etc.	General Manager – Racing, Wagering and Business Development
	General Manager – Animal Welfare
	Racing Operations Manager
	Manager Procurement & Contracts and Procurement Manager
	GRV Finance Department
	GRV Capital Works Steering Committee
	GRV Board Members

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
Project Management qualification and/or experience	An appropriate qualification (Architectural / Engineering / Construction) would be well regarded.
	Management and finance training
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Experience managing Club capital works programs and projects	Experience in projects which deliver sporting or public amenity infrastructure
Budget management and financial reporting	Commercial construction project focus
Experience managing third party contractors and consultants	Demonstrable understanding of safety, health and environment best practice
Time management	Experience/knowledge in greyhound racing
Report writing	A sound knowledge and working understanding of the Occupational Health and Safety Act
ATTRIBUTES	
ESSENTIAL	DESIRABLE
High-level problem solving skills and ability to manage processes and improvement	
A high level of self motivation and initiative, and strong organisation skills	
Strong negotiation, influencing and conflict resolution skills, including the ability to gain cooperation from internal and external stakeholders	

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement'
- The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.
- All employment at GRV is subject to a satisfactory police check.
- All employees at GRV are required to have the right to work in Australia.
- GRV is an EEO employer.