

Greyhound Racing Victoria 46-50 Chetwynd Street, West Melbourne, VIC 3003 Australia Phone (03) 8329 1100 Fax (03) 8329 1000 Email info@grv.org.au ABN 76 642 748 029

POSITION DESCRIPTION

Position Title: Club Capital Works Project Manager	Department: Corporate Services
New Position Change to Existing Position	Date: 29 July 2016
Reports to (position):	Manager Facilities and Infrastructure
Positions that report to this position:	N/A
Name of present incumbent (if applicable):	N/A – new position

PRIMARY PURPOSE OF THE POSITION:

Reporting to the Manager Facilities and Infrastructure, this role is responsible to proactively manage the capital works and infrastructure projects effectively at all 13 greyhound racing Clubs, and assist with the implementation of a number of redevelopment projects within Greyhound Racing Victoria's (GRV) \$35M 5 year capital works plan. This will include, but is not limited to greyhound racetracks, pavilions/ grandstands, trialling and training facilities and associated infrastructure works.

The successful incumbent will be responsible for working closely with the Club Managers to oversee all project management aspects of a diverse range of infrastructure projects including scoping, concept planning, design, building/planning approvals and construction while providing necessary administrative functions required for budget and project status reporting and acquittal. It will require a number of projects to be delivered efficiently in line with Club and organisational requirements.

SCOPE:

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria. A significant number of new developments are anticipated to be delivered as per the priorities determined within GRV's updated Capital Works Plan following recent industry consultation and engagement. An estimated \$35M+ of project works critical to the development of greyhound racing will need to be delivered expediently to satisfy the requirement of the new Capital Works Plan. A number of other smaller projects are also anticipated to be instigated and delivered by the Clubs with the support of GRV funding which will continue to improve the amenity and potential for Clubs to offer quality facilities to the community.

The position will work in partnership with various departments in GRV along with the 13 Clubs in delivering a number of key GRV initiated infrastructure projects in accordance with agreed timeframes and GRV board and the Capital Works Steering Committee approved budgets. The Capital Works Manager will also be responsible for overseeing a number of Club initiated projects that have received the necessary Committee sign off. All projects to be conducted in line with GRV and State government procurement guidelines.

Whilst the Club Capital Works Manager will have hands on responsibility for a range of projects at any given time, the actual design and construction elements will be outsourced to third parties (following an appropriate procurement process in line with GRV policy) and will receive support from the relevant Clubs in delivering projects. The overall project and financial management, contract administration and reporting will be the responsibility of the Club Capital Works Manager.





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 enagagement.

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 &	Supervise design consultants, prepare estimates, liaise with clubs and other stakeholders, and adherence to best practice designs. Oversee and administer a number of Club	Quality, budget and timeliness of project delivery. Liaise with Clubs & Membership development and Racing, Wagering & Business development depts. as required per project.
external) & project planning and best practice.	initiated projects.	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.	Chief Operating Officer – Corporate Services	
architects/design and construction contractors,		
town planners, track designers, trades people)		
Greyhound racing club managers and track staff	Manager Facilities and Infrastructure and Senior	
	Infrastructure Projects Manager	
Government bodies – including funding, planning	General Manager – Clubs and Membership	
and development authorities	Development	
Members of the wider greyhound industry -	General Manager – Racing, Wagering and Business	
owners, trainers, breeders etc.	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
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.