



POSITION DESCRIPTION

Position Title: Infrastructure & Maintenance Coordinator

Department: Clubs and Membership Development

☒ **New Position**

Date: January 2015

☐ **Change to Existing Position**

Reports to (position):

Construction Projects Manager

Positions that report to this position:

N/A

Name of present incumbent (if applicable):

Vacant

PRIMARY PURPOSE OF ROLE:

Reporting to the Construction Projects Manager, this role is responsible to effectively and efficiently manage the infrastructure capital and track preparation and maintenance programs.

Under the direction of the Construction Projects Manager the successful incumbent will be responsible for the day to day administration tasks for both construction and maintenance ensuring that all paperwork and associated documentation for these works are maintained.

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.

FREEDOM TO ACT / DECISION MAKING: *This should outline the extent of the positions scope to act without need for further approval – e.g.*

- Managing of employees within the company policy and legislative requirements
- Define specific objectives for the member of the team within company objectives
- Department budget expenditure up to \$20K
- Authority to approve timesheets
- Initiate purchase orders up to \$2K

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Construction Project Administration	<ul style="list-style-type: none"> • Prepare first draft documentation for all tenders, RFQ's and contracts. Manage filing for all of these documents. • Prepare first draft documentation for all VRIF applications and close outs. Manage filing for all of these documents. • Maintain budget reports and track spend per project against budget • Provide administrative support and liaise with key stakeholders during the projects as requested by the Construction Projects Manager • Document post-project results and learning for all capital projects: <ul style="list-style-type: none"> ○ Achievement of objectives and KPI's ○ Timings – any delays? ○ Costs compared to budget ○ For all timing and cost variances, at what stage in the project did they occur and are there consistent trends/patterns between track and pavilion projects? • Ensure all infrastructure projects capture/document key elements: <ul style="list-style-type: none"> ○ Objectives ○ KPI's ○ OHS ○ Communication and marketing plans ○ Launch plans ○ VRIF funding acquittal documentation ○ CCCU reporting requirements ○ Other VAGO report requirements • Manage smaller projects from time to time with the support of the Construction Projects Manager • Assist with the preparation of regular updates and reports to the GRV Board and Leadership Team as required 	<ul style="list-style-type: none"> • Filing systems in place and up to date • Tracking system in place and updated for budget against project • Timely Board Reports • Timely VRIF funding applications and acquittals/claims
Club Maintenance Administration	<ul style="list-style-type: none"> • Review and monitor the regular maintenance reports and requests sent by all clubs to GRV. Coordinate the supply of equipment to the clubs as per requests. • Maintain stock levels and a stock inventory at GRV office and remote storage facilities for the supply of maintenance equipment to the clubs. • Prepare the reimbursement request forms for all clubs including checking that account codes are accurate and procurement guidelines have been adhered to. 	<ul style="list-style-type: none"> • Maintenance reports and requests monitored • Requests acted upon within a timely manner • Stock levels maintained • Reimbursement forms accurate • Track maintenance manual kept up to date

	<ul style="list-style-type: none"> • Provide recommendations moving forward on the financial management and reimbursement for repairs and maintenance between clubs and GRV. • Assist the clubs with completion of the track preparation and maintenance procedures and checklist • Assist the GRV track maintenance specialist staff with track maintenance requests and actions as required to ensure satisfactory racing conditions are maintained at all clubs • Update the track maintenance manual on an annual basis, and work on the annual Club Curators Maintenance Forum presentation 	
General Administration	<ul style="list-style-type: none"> • Prepare procurement briefs for purchase orders for all maintenance, construction projects and general track operations as required • Monitor spending against project budgets and GRV's 5yr Infrastructure Development Fund • With procurement play a lead role in organising and then managing preferred supplier agreements • Write and update one-page capital project status/summaries • Provide administrative and implementation assistance on construction and maintenance related projects such as the sand and track design studies. • Responsible for entering GRV incident emails into JIRA (GRV incident reporting program) 	<ul style="list-style-type: none"> • Procurement briefs prepared in timely manner • Project spending monitored against budget and reported in timely manner • Preferred supplier agreements in place • Incidents up to date, followed up and closed out in JIRA
Reporting	<ul style="list-style-type: none"> • Work with Finance to generate reports comparing actual expenditure to budget for all major capital projects and maintenance costs. Report any trends in expenditure. 	<ul style="list-style-type: none"> • Reports generated in timely manner
Strategic Planning	<ul style="list-style-type: none"> • Assist the Construction Projects Manager and GM Clubs and Membership Development with departmental strategic planning and reporting as per GRV's Strategic Plan requirements. 	

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Capital project architects and design teams	GRV Track Maintenance Specialists

Construction and civil contractors	All 13 GRV club Managers and curator staff
Consultants and maintenance contractors - various	GRV Finance and Procurement staff
	GM Clubs and Membership Development
	GRV Racing and Welfare staff
	GRV Leadership Team

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
	Finance or administration
SKILLS/KNOWLEDGE <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Strong organisational skills and attention to detail	Knowledge of the greyhound racing industry
Ability to work to deadlines	Working knowledge of construction and maintenance industry
Effective Communication skills	Project and/or Contract Management
Team player, self motivator and independent worker	
Strong computer skills including Microsoft office	
Budgeting/finance reporting	
ATTRIBUTES <i>required to ensure satisfactory performance and cultural fit</i>	
ESSENTIAL	DESIRABLE
Responsiveness	Ability to Multi-task
Integrity	Self Motivated
Impartiality	Lateral thinker
Accountability	
Respect	
Leadership	
Human Rights	
Reliable	

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 prior to commencement
- All employees at GRV are required to have the right to work in Australia.
- All employees are required to comply with OHS statutory obligations.
- GRV is an EEO employer.