



Position Title: Manager Facilities and Infrastructure **Department: Corporate Services**

New Position

Change to Existing Position

Date: 8 August 2016

Reports to (position):

Chief Operating Officer – Corporate Services

Positions that report to this position:

Senior Infrastructure Projects Manager, Club Capital Works Manager, and Facilities and Infrastructure Coordinator

Name of present incumbent (if applicable):

New

PRIMARY PURPOSE OF THE POSITION:

Lead GRV's \$35M 5 year capital works plan for all facility and infrastructure projects at GRV's facilities. This includes overseeing all aspects of design, building/planning approvals and construction of a diverse range of infrastructure projects, including but not limited to greyhound tracks and racing infrastructure, pavilions and public amenities and all GRV facilities building works and ongoing infrastructure maintenance and renewal programs.

SCOPE:

The position will work in partnership with all GRV departments, the 13 Racing Clubs and other greyhound industry stakeholders in delivering key infrastructure projects in accordance with agreed timeframes and board approved budgets. The Manager Facilities and Infrastructure will direct key capital work and Infrastructure project managers in delivering a range of projects at any given time as per the agreed actions from the GRV 5 year Capital Plan. The coordination of the 5 year plan requires the adherence to a prioritisation methodology and project planning process developed to ensure the effective management of numerous projects to receive necessary GRV Board and budget approval.

The Manager Facilities and Infrastructure will work closely with GRV General Managers in ensuring facility and infrastructure projects procurement, financial management, contract administration and reports are in line with GRV and State Government procurement policy while providing support to GRV and Club OH&S management.

The Manager Facilities and Infrastructure will provide leadership, mentoring and support to the facilities and Infrastructure team to ensure the smooth, effective and efficient operations.

FREEDOM TO ACT / DECISION MAKING

- Invoice and purchase order approval in accordance with GRV delegations matrix
- Staff Management of Senior Infrastructure Projects Manager, Facilities and Infrastructure Coordinator, Club Capital Works Manager
- Management of third-party contractors and consultants;
- Management of government funding (VRIF) applications and acquittal reports;
- Timesheet and staff expenses approval as required;
- Rostering and recruitment as required;
- Approval of monthly club maintenance expense reimbursements;
- Track maintenance and emergency works approval;
- Approval of GRV office building works and maintenance

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
Manage GRV's \$35M capital works plan and infrastructure projects in line with budget.	<ul style="list-style-type: none"> • Develop, manage and prioritise Club infrastructure projects and budgets as part of GRV \$35M 5 year Capital Works budget. • Authorise the expenditure and payment of GRV funds in accordance with approved budgets and financial delegations • Undertake forecasting to identify and report on budget variations. • 	<ul style="list-style-type: none"> • Implementation of the GRV Board of the 5 year Capital Works Plan with agreed prioritisation • Track and monitor budgets in line with GRV financial reporting requirements. • Maintain and the 5 year infrastructure development budget
Project manage nominated capital works projects as required.	<ul style="list-style-type: none"> • Prepare scoping documentation for nominated design and construction projects • Manage the procurement and evaluation process in the capacity of GRV chair, negotiate with prospective contractors, prepare reports to the GRV Board for approval • Liaison with stakeholders (both internal & external) during project planning to ensure best practice. • Supervise design consultants and construction contractors to ensure adherence to GRV standards. 	<ul style="list-style-type: none"> • Liaise with relevant GRV business departments as required per project. • The successful delivery of projects - on time and budget. • Compliance with GRV and VGPB procurement policy. • GRV Board approvals
Construction management (day to day) as required.	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.	<ul style="list-style-type: none"> • Record keeping and reporting in agreed timeframes and format. • Report status to GRV on a regular basis.

Stakeholder Management	<ul style="list-style-type: none"> • Represent GRV as required on relevant committees or external forums/functions/ events and at project meetings with stakeholders and wider community. • Liaise and collaborate effectively with other GRV departments to ensure a managed approach is taken to the delivery of all projects 	<ul style="list-style-type: none"> • Develop and maintain strong relationships with key stakeholders both within and outside the organisation • Feedback from GRV/Club representatives
Contract Management	<ul style="list-style-type: none"> • Establish and manage contracts effectively ensuring best value for GRV in service delivery • Ethical decision making and problem resolution with respect to infrastructure services matters that will enhance the operations of GRV through effective management practices 	<ul style="list-style-type: none"> • Value for money contracts • Quality service delivery
Club Procurement Management	Development of Club procurement guidelines in consultation with the Procurement department	Club procurement guidelines in line with GRV requirements that are easily understood and followed.
GRV Managed Facility maintenance	Manage any required building and maintenance works and leasing contracts at GRV managed facilities.	Maintain high quality, professional facility standards and prompt repairs and service to building requests.
Funding applications and acquittals	Manage the development of funding applications and acquittals to State government and other funding partners	Timeliness and accuracy of funding acquittals
Staff development and management	Manage and develop infrastructure and Facilities staff, including performance appraisals and regular timesheet and expense approvals	Adherence to performance management process.
Record and Document Management	The implementation and effective operation of document management policies, procedures and systems and for ensuring that all project information is captured in GRV's corporate document management system	Quality record keeping
Greyhound Welfare and Track safety and development	Assist with the ongoing research and development of facilities and a safe track design for the welfare of greyhounds	Involvement with industry consultation of track design and safety guidelines to develop best practice designs
Lead a culture of workplace safety and ensure that OHS systems and processes are in place to support this outcome	Implement OHS policies, procedures standards, guidelines and Risk Assessment Control Plans within all GRV buildings and infrastructure and projects	<ul style="list-style-type: none"> • Comply with all relevant Federal, State or Local laws, policies and guidelines as amended from time to time. • Achievement of and improvements to safe work practices
Strategic Planning	Develop and deliver strategic plans linked to GRV organisational and department strategies and objectives, identifying opportunities for service enhancement and improvement	Compliance with organisational strategies

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Third-party consultants and contractors (e.g. architects, construction, town planners, track engineers and designers, etc)	Chief Operating Officer – Corporate Services
Greyhound racing club managers and Committee members and track staff	General Manager – Clubs and Membership Development
Government bodies – including funding, planning and development authorities	General Manager – Racing, Wagering and Business development
Greyhound racing trainers and owners, breeders association	Senior Infrastructure Projects Manager
Greyhound facility managers including trialling and training facilities, coursing and slipping tracks etc	Manager Procurement & Contracts and Procurement Manager
	Club Capital Works Projects Manager
	Racing Operations Manager
	Infrastructure and Facilities Coordinator
	GRV Finance Department
	Club maintenance/track specialist staff
	GRV Senior Management Team
	GRV Board Members

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS	
ESSENTIAL	DESIRABLE
Project Management qualification	An appropriate qualification (Architectural / Engineering / Construction) would be well regarded.
Management and finance training	
SKILLS/KNOWLEDGE	
ESSENTIAL	DESIRABLE
Experience managing sporting or public amenity infrastructure construction projects and/or track maintenance and managing third party contractors and consultants	Ideally commercial construction project focus
Sound budgeting and relevant financial management and reporting skills	Experience in projects which deliver.
Knowledge of legislation, standards and policies applying to the operation of the infrastructure services environment	Demonstrable understanding of safety, health
Strong verbal and written skills to enable preparation of Board reports and documentation of policies, procedures and presentation of concept/ideas	
Ability to manage, coach and develop a team of employees	
Knowledge and working understanding of the Occupational Health and Safety Act and environmental best practice	

ATTRIBUTES	
ESSENTIAL	DESIRABLE
Strong negotiation, communication and conflict resolution skills, including the ability to gain cooperation from internal and external stakeholders	Understanding of and demonstrated commitment to innovation and improvement
A high level of self motivation, initiative, problem identification and solving skills and ability to manage processes and improvement	Demonstrated initiative and the capacity to work in an environment of complexity and change
Strong organisation skills	
Demonstrates an approachable and personable leadership style	

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • 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.