



Position Title:	Infrastructure Manager	Department:	Clubs & Commercial Development
New Position		Date:	27 November 2018
<input checked="" type="checkbox"/> Change to Existing position			
Reports To (Position):	General Manager Clubs & Commercial Development		
Position that report to this position:	Clubs Capital Works Project Manager		
Name of Present incumbent (if applicable)	Vacant		

PRIMARY PURPOSE OF ROLE:

To manage the design, procurement and construction of major capital works projects to deliver high quality and best value outcomes for GRV, greyhound racing clubs and stakeholders.

Lead the planning, development and implementation of GRV's capital infrastructure plan for all facility and infrastructure projects at GRV and club facilities. This includes overseeing all aspects of design, building/planning approvals, project management and construction of a diverse range of infrastructure projects, including but not limited to greyhound tracks and racing infrastructure, pavilions and public amenities and oversight of all ongoing infrastructure maintenance and renewal programs.

SCOPE:

Greyhound Racing Victoria (GRV) is the statutory authority responsible for regulating, conducting and promoting greyhound racing in Victoria, a sport that annually generates around \$400 million in economic activity and over \$2 billion in wagering and directly involves over 15,000 people.

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 help GRV to professionally regulate, conduct and promote greyhound racing and welfare in Victoria with integrity and care, and to ensure an engaging, ethical and sustainable sport.

Our vision is "Victorian Greyhound Racing is a vibrant, entertaining and thriving sport with animal welfare at its heart.

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 Infrastructure will direct Infrastructure Project Management staff and contractors in delivering a range of projects at any given time in accordance with 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 the necessary GRV Board and budget approval including consultation with key club personnel.

The Manager Infrastructure will work closely with GRV General Managers and Greyhound Club Managers in ensuring facility and infrastructure projects' procurement, financial management, contract administration and reports adhere to GRV and State Government policies and guidelines.

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

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 members of the team within company objectives*
- *Approve staff timesheets.*
- *Invoice and purchase order approval in accordance with GRV delegation (up to \$25,000);*
- *Management of third-party contractors and consultants;*
- *Recommend projects that qualify for government funding such as VRIF & RDV*
- *Staff expenses approval as required;*
- *Recruitment as required;*
- *Approval of monthly club maintenance expense reimbursements.*

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATORS
Area of focus	What activities are you responsible for?	How will you know this has been achieved?
Project Planning & Management	<ul style="list-style-type: none"> ▪ Develop, manage and prioritise Club infrastructure projects and budgets as part of GRV's 5-year Capital Works budget. ▪ Seek innovative project delivery options ▪ Work with stakeholders to develop project briefs ▪ Provide programmes that reflect the required and likely project delivery times ▪ Contribute to the development of future short- and long-term capital works programs ▪ Coordinate resources associated with the delivery of projects ▪ Identify and plan management of project risks ▪ Manage budget allocation for assigned projects ▪ Prepare financial status reports for all projects ▪ Monitor performance against deadlines and milestones ▪ Highlight any financial implications arising from changes to a project's scope of works or contract variations. 	<ul style="list-style-type: none"> ▪ GRV Board approval of 5-year Capital Works Plan with agreed prioritisation ▪ Compliance with building, permit and government regulations ▪ Track and monitor budgets in line with GRV financial reporting requirements. ▪ Maintain the 5-year infrastructure development budget and report on variations ▪ Appropriate project management methodologies in place
Design Management	<ul style="list-style-type: none"> ▪ Engage and manage design consultants to produce high quality and cost-effective design documentation for a broad range of projects ▪ Provide effective supervision of consultants throughout design and construction of projects ▪ Coordinate and review plans and support documentation to ensure they are suitable for tender and construction ▪ Ensure designs consider sustainability and life cycle costs ▪ Procurement and management of design consultants and contractors ▪ Prepare quotation and tender documentation ▪ Prepare tender evaluation plans and assess submissions ▪ Make recommendations on best value submissions ▪ Prepare contract documentation required to engage consultants and contractors ▪ Perform all duties of the Superintendent's Representative in the administration of construction contracts including assessment of progress payments and contract variations. ▪ Prepare scoping documentation for nominated design and construction projects 	<ul style="list-style-type: none"> ▪ Liaison with relevant GRV business departments as required per project. ▪ Successful delivery of projects - on time and budget. ▪ Compliance with GRV and VGPB procurement policy. ▪ Project Management and commissioning documentation in place ▪ CEO Approval ▪ Board Approvals

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> ▪ Manage the procurement and evaluation process, negotiate with prospective contractors, prepare reports to the CEO/Board for approval ▪ Liaison with stakeholders (both internal & external) during project planning to ensure best practice. 	
Construction Management	<ul style="list-style-type: none"> ▪ Manage project defects throughout the works and to the end of the defect liability period ▪ Provide effective supervision of contractors throughout the construction phase of projects ▪ Monitor and assess the quality of works undertaken by contractors ▪ Ensure construction works are undertaken in a safe manner ▪ Ensure that construction designs are in accordance with sound professional practices ▪ Ensure all environmental requirements are achieved in relation to implementation of capital projects 	<ul style="list-style-type: none"> ▪ Record keeping and reporting in agreed timeframes and format. ▪ Follow checklist process to ensure all projects stages are adhered to inclusive of agreed terms, conditions, processes and completion handover. ▪ Report status to GM on a regular basis.
Handover and management of defects	<ul style="list-style-type: none"> ▪ Handover and management of defects ▪ At practical completion of projects user groups and stakeholders are provided with all information necessary to understand and operate new infrastructure. This shall include demonstration and provision of all documentation as required. 	<ul style="list-style-type: none"> ▪ Satisfactory completion of handover process ▪ Satisfactory resolution of outstanding defects ▪ Provision of user documentation to stakeholders on completion
Stakeholder Management	<ul style="list-style-type: none"> ▪ Represent GRV as required on relevant committees or external forums/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 with accurate and precise reporting mechanisms in place
Funding applications & acquittals	<ul style="list-style-type: none"> ▪ Oversee the development of funding applications and acquittals to State government and other funding partners 	<ul style="list-style-type: none"> ▪ Timeliness and accuracy of funding acquittals
Staff Development & Management	<ul style="list-style-type: none"> ▪ Manage and develop infrastructure and Facilities staff, including performance appraisals and regular timesheet and expense approvals 	<ul style="list-style-type: none"> ▪ Adherence to performance management process.
Record Keeping & Document Management	<ul style="list-style-type: none"> ▪ The implementation and effective operation of document management policies, procedures and systems for ensuring that all project information is captured in GRV's corporate document management system. 	<ul style="list-style-type: none"> ▪ Monitor and develop systems for all projects to ensure scope of works, variations and handover of projects are completed to specifications.
Greyhound Welfare and	<ul style="list-style-type: none"> ▪ Assist with the ongoing research and development of facilities and safer track design for the welfare of greyhounds 	<ul style="list-style-type: none"> ▪ Involvement with industry consultation on track design & safety

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATORS
Track safety development		guidelines to develop best practice designs
OHS	<ul style="list-style-type: none"> ▪ Maintain a safe working environment in your area of responsibility. ▪ Ensure that OH&S principles and guidelines are adhered to. ▪ Report any breach in OH&S. Document any hazard and make suggestions / recommendations for improvements. ▪ Report accidents and injuries and near misses as per GRV Policy and Guidelines. ▪ Provide and maintain so far as is practicable a working environment that is safe and without risk to health. ▪ Take care of your own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. ▪ Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and GRV policies and promote a working environment that is congruent with these guidelines. 	<ul style="list-style-type: none"> ▪ Role model safe work practices ensuring adherence to OHS policy and procedures ▪ Report incident/accident/hazard in the workplace in a timely manner ▪ Actively Support and Promote OHS

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
<ul style="list-style-type: none"> • Greyhound racing club managers and Committee members and track staff • Third-party consultants and contractors (e.g. architects, construction, town planners, track engineers, designers etc.) • Government bodies – including funding, planning and development authorities • Greyhound facility managers including trialling and training facilities, coursing and slipping tracks etc • Greyhound Clubs Victoria (GCV) Executive • National Coursing Association (Victoria) 	<ul style="list-style-type: none"> • General Manager – Clubs & Commercial Developments • General Manager - Finance • General Manager – Racing • Manager Procurement & Contracts • Club Capital Works Project Manager • Infrastructure and Facilities Coordinator • Clubs OH&S Support Officer • Club maintenance/track specialist staff • GRV Finance Department

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION necessary to meet position objectives	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Qualifications in Project Management, Building, Architecture, Engineering or other relevant discipline 	<ul style="list-style-type: none"> • Qualifications or relevant experience in OHS management roles

SKILLS/KNOWLEDGE necessary to meet position objectives	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrated experience in effective project management of a broad range of capital works projects from inception to completion • Experience managing sporting or public amenity infrastructure construction projects and/or track maintenance and managing third party contractors and consultants • Demonstrated experience in the procurement of external consultants and contractors, contract management and financial management • Demonstrated high level of analytical, creative thinking and problem-solving skills • Demonstrated ability to make decisions based on sound judgement and managing competing demands • Excellent written and oral communication skills, and the ability to relate well to internal and external customers • Knowledge of Microsoft Word, Excel, Project and Outlook • Knowledge and working understanding of the Occupational Health and Safety Act 2004 and environmental best practice • Demonstrated ability to apply EEO and ethical practice principles and to act with probity at all times 	<ul style="list-style-type: none"> • Experience in a supervisory role with high level negotiation and dispute resolution skills • Demonstrated ability to review processes and procedures and to contribute to the improvement of project delivery systems • An understanding of political, economic and social issues, and future challenges in regional communities • Ideally commercial / industrial construction project focus and past experience • Experience in managing large scale infrastructure projects and budgets
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Integrity • Transparent • Collaborative • Safety • Responsive • Progressive • Strong negotiation, communication and conflict resolution skills, including the ability to gain cooperation from internal and external stakeholders • A high level of self-motivation, initiative, problem identification and solving skills and ability to manage processes and improvement • Strong organisation skills and accurate reporting processes • Demonstrates an approachable and personable leadership style 	<ul style="list-style-type: none"> • Ability to Multi-task • Self-Motivated • Lateral Thinker • Understanding of and demonstrated commitment to innovation and improvement • Demonstrated initiative and the capacity to work in an environment of complexity and change

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 WHS statutory obligations
- GRV is an EEO employer.

NAME: _____ DATE: ___/___/___

SIGNATURE: _____