



Position Title: Principle Operations Coordinator	Department: IMT
<input checked="" type="checkbox"/> New Position	Date: 12/6/2018
Reports To (Position):	GM IMT
Position that report to this position:	NONE
Name of Present incumbent (if applicable)	N/A

PRIMARY PURPOSE OF ROLE: *This should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value t, or be required at GRV*

Our IMT department is currently in need of a skilled Principle Operations Coordinator who is goal-oriented and self-motivated. The successful applicant will be responsible for maintaining client and vendor relations and performing a variety of operational and administrative tasks, including procurement, project coordination, business writing, reconciling operational budgets, managing IMT inventory.

The ideal candidate will have experience working in a busy office environment where multi-tasking and prioritising were required. Those with experience with procurement in the public sector are encouraged to apply.

SCOPE: *The scope of work provides information about the larger picture of the position-How it relates to other positions in GRV and to the broader community outside of GRV.*

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

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.*

KEY RESULT AREA	ACCOUNTABILITY/ACTIVITY	KEY PERFORMANCE INDICATOR
Area of focus	What activities are you responsible for?	How will you know this has been achieved?
Procurement	<ul style="list-style-type: none"> ▪ Ensure internal procurement processes are followed. ▪ Provide proactive input to guide procurement processes to a swift conclusion. ▪ Complete necessary procurement templates to the appropriate level of detail. ▪ Work closely with Procurement to be up to date on policy and standards ▪ Attend Procurement Advisory Committee in GMs absence 	<ul style="list-style-type: none"> ▪ Measured compliance with procurement policy
Project Coordination	<ul style="list-style-type: none"> ▪ Produce Project status reports ▪ Identify project risks and issues and provide informed recommendations for mitigation ▪ Support in maintaining IMT Risk Register ▪ Register new projects with PMO and establish ongoing requirements. ▪ Chair IMT Change Advisory Committee in GMs absence. 	<ul style="list-style-type: none"> ▪ All IMT projects registered ▪ Project status reports produced and distributed on time ▪ Less active risks/issues
Administration	<ul style="list-style-type: none"> • Administrative and operational support in other areas such as: <ul style="list-style-type: none"> ○ Recruitment ○ Document writing ○ Credit card purchases ○ Budget reconciliation ○ Meeting organisation (minute taking, invites, agenda etc) ○ General admin • Attend and contribute to IMT Leadership meetings 	<ul style="list-style-type: none"> • Peer feedback
Service Excellence	<ul style="list-style-type: none"> • Provide leadership and oversight within IMT to provide multiple service delivery outcomes in a seamless manner, effectively addressing issues and stakeholders needs, assessing outcomes and implementing improvements, and celebrating success while encouraging a service excellence ethos in the work unit. 	<ul style="list-style-type: none"> • Peer feedback
Systems Thinking	<ul style="list-style-type: none"> • Appreciates the operating environment and uses knowledge to design efficient systems and anticipate and address issues arising. 	<ul style="list-style-type: none"> • Peer feedback • Evidence of issues identified

Problem Solving	<ul style="list-style-type: none"> • Develops and evaluates solutions with consideration for likely business impacts, developing contingency plans and ensuring effectively, and encouraging staff to use initiative and learn. 	<ul style="list-style-type: none"> • Peer feedback • Evidence of examples
Interpersonal skills	<ul style="list-style-type: none"> • Uses insight to build common understanding with groups and individuals and addresses difficult or sensitive topics in a way that provides a sound basis for mutual solutions. 	<ul style="list-style-type: none"> • Peer feedback
Conceptual and Analytical Ability	<ul style="list-style-type: none"> • Uses conceptual thinking and sound analytical approaches to support decision making in the work area. 	<ul style="list-style-type: none"> • Peer feedback • Evidence of examples
Decisiveness	<ul style="list-style-type: none"> • Uses available information and exercises good judgement to make sound, timely, and well-informed decisions. 	<ul style="list-style-type: none"> • Peer feedback
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
Probity Advisors	Procurement
Vendors	P&C
Other Government Departments	IMT Leadership
GRV Clubs	Operational Leadership
GA	

PERSON SPECIFICATION	
EDUCATION/QUALIFICATION <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Degree Qualified	
SKILLS/KNOWLEDGE necessary to meet position objectives	
ESSENTIAL	DESIRABLE
Proven experience in public sector procurement practises	Project Coordination
Demonstrated experience working in an operational leadership role within a dynamic and complex environment	Knowledge of IMT project and delivery practises
Superior business writing expertise	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE
No Customer, No Business - Customer Service	Ability to Multi-task
Be open & Honest – Integrity	Self-Motivated
Be adaptive to change – Agile	Lateral Thinker
Deliver on promises – Accountable	
Be creative & innovate – Innovative	
Continual self & Team improvement – Personal Development	
Respect self, respect others – Teamwork	
Face challenges with optimism – Empowerment	
Behave like a cost centre, be treated like a cost centre - Attitude	

EMPLOYMENT CONDITIONS

- Terms and Conditions of employment are per the current GRV <Agreement/Industrial Instrument>
- 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: Steve Rose

DATE: 12/06/2018

SIGNATURE: _____

