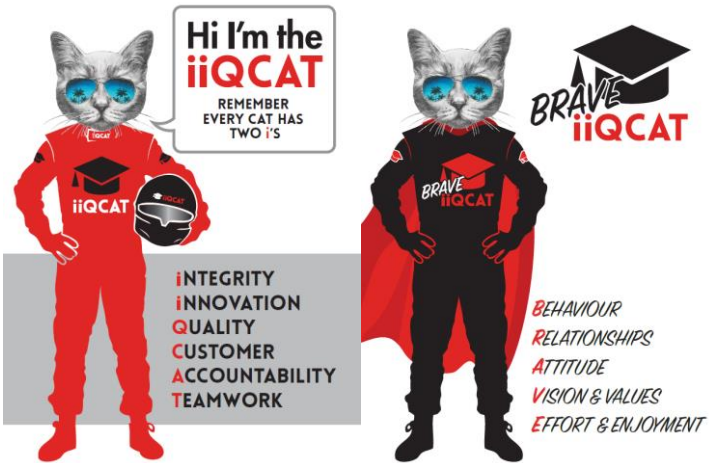


<b>Position:</b>	Storage Yard Supervisor
<b>Division:</b>	Infrastructure
<b>Department:</b>	Operations
<b>Reporting to</b>	Storage Yard Manager
<b>Employment Type</b>	Full time

<b>Key Relationships</b>	<p><b>Internal</b></p> <p>Storage Yard Manager Division Manager - Infrastructure General Manager – Operations Safety Risk Manager AGPC Engineering Staff</p> <p><b>External</b></p> <p>External suppliers/service providers Contractors associated with the Australian Grand Prix Contractors associated with the Motorcycle Grand Prix Suppliers to the Australian Grand Prix Corporation and Project Manager Personnel (iEDM)</p>
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<b>Values</b>	<p>Knowledge of and consistent demonstration of the Corporation's IIQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.</p> 
<b>Corporation Objectives</b>	<p>To create value for the state of Victoria.</p> <p>Our corporate strategy is underpinned by six strategic pillars:</p> <ul style="list-style-type: none"> <li>• Build a powerful organisation and culture</li> <li>• Secure the future of our events</li> <li>• Connect people to business, brands and our sport</li> <li>• Understand our customers and attract new audiences</li> <li>• Inspire the future by driving technology and innovation</li> </ul>

	<ul style="list-style-type: none"> <li>Diversify and increase revenues to ensure our success</li> </ul> <p>More specifically, we exist to promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island.</p>
<b>Governed by</b>	The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).
<b>Standards of behaviour</b>	The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.
<b>Human Rights</b>	The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions.

<b>Role Objectives</b>	This role is responsible for supporting TSY operations by providing storage yard supervision, HSE Support, logistics services and asset maintenance services for AGPC assets and infrastructure, under the direction of the Storage Yard Manager
<b>Core Responsibilities</b>	<p>Supervising the yard and undertaking tasks relating to storage, maintenance and repair of the Corporation's assets at the Tottenham Storage Yard (TSY) premises, the offices at 616 St Kilda Road and elsewhere as may be required from time to time. Involvement in the day to day smooth operation of TSY including administrative duties.</p> <p>Other related duties, at the reasonable request of the Site and Storage Yard Manager or General Manager-Operations</p> <p>Yard Operations includes involvement in the day to day safe and efficient operation of the TSY, including:</p> <ul style="list-style-type: none"> <li>Supervising yard operations and staff</li> <li>Involvement in and adherence with TSY safety management systems.</li> <li>Adherence with TSY standard operation procedures (securing the property etc)</li> <li>Undertake weekly toolbox meetings.</li> <li>Involvement in AGPC meetings as required.</li> <li>Manage the access control of external parties arriving at TSY.</li> </ul>

- Provide support to the TSY Manager and R&S team on the development of HSE documentation.
- Facilitate TSY inductions to contractors and AGPC staff.
- Ensure continuous improvement and safe operations are undertaken at the yard.
- Key administrative duties to aid operations.
- Create and maintain positive customer/stakeholder relationships.

Infrastructure Storage Services involves the activities required for the selection and distribution of infrastructure to site (Albert Park, Phillip Island and other locations as required) for the preparation of each event and the receipt and appropriate storage of infrastructure following each event. This includes (but is not limited to):

- Receipt of infrastructure orders and requirements from external and internal stakeholders.
- Identifying and locating required infrastructure within TSY.
- picking and retrieving infrastructure for loading on to transport for distribution to Albert Park and Phillip Island Circuit (or other locations as may be required from time to time).
- Operation of forklift trucks for the picking, retrieving and loading of transport for distribution.
- Loading and unloading of trucks with infrastructure utilising forklift trucks, other appropriate equipment or manually.
- Receipt of returned goods and infrastructure.
- Placement and storage of returned goods and infrastructure with the view to maximising the efficiency and safety of the storage of infrastructure within TSY.
- Completion of documentation for the purpose of tracking infrastructure locations and movements in accordance with TSY established procedures.
- Complete audits of AGPC assets in accordance with AGPC Asset Management System.
- Coordination and prioritisation of loading, unloading and storage services for customers and stakeholders.
- Ensure assets are delivered safely and on time for the Formula 1 and MotoGP events.

Asset Maintenance Services involves the year round maintenance and manufacture of AGPC assets and infrastructure including (but not limited to):

- Painting
- Welding, grinding, use of hand tools
- Carpentry work
- Cleaning

	<ul style="list-style-type: none"> <li>• Sorting</li> <li>• Miscellaneous tidying and cleaning up of work sites.</li> </ul>
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## SELECTION CRITERIA

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Forklift Licence</li> <li>• First Aid Certificate</li> <li>• Prior experience in a similar stores/asset maintenance role, leading a team</li> <li>• Understanding of responsible manual handling practices</li> <li>• Understanding of role-related OHS issues and requirements</li> </ul>
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<b>Relevant Traits and Characteristics</b>	<p>Customer Service</p> <ul style="list-style-type: none"> <li>• Demonstrated achievement in and enthusiasm for the provision of quality customer service</li> <li>• Immediately respond to customers' needs or concerns to ensure the quality of service meets agreed standards</li> </ul> <p>Teamwork, Collaboration, Adaptability and Resilience</p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to teamwork and the maintenance of a supportive work environment</li> <li>• Ability to work effectively as part of a team in a fast-changing environment</li> <li>• Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances</li> <li>• A commitment to collaborate effectively with colleagues across the business</li> </ul> <p>Interpersonal, Verbal and Written Communication</p> <ul style="list-style-type: none"> <li>• Well-developed written communication ability</li> <li>• Strong interpersonal and communication skills</li> <li>• An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels</li> </ul> <p>Organisation and Planning</p> <ul style="list-style-type: none"> <li>• Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands</li> <li>• Ability to effectively prioritise and meet deadlines</li> </ul> <p>Technology</p> <ul style="list-style-type: none"> <li>• Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint</li> </ul>
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- Experience in information management systems, including internet and on-line environments

Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development