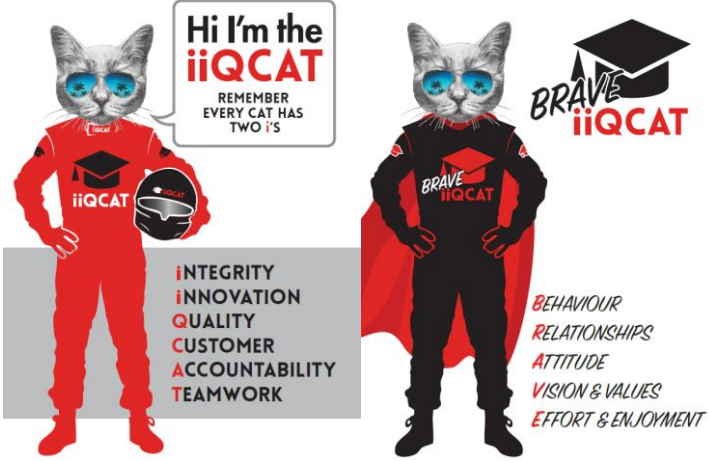


<b>Position:</b>	Infrastructure Coordinator
<b>Division:</b>	Infrastructure
<b>Department:</b>	Operations
<b>Reporting to:</b>	Manager – Infrastructure
<b>Employment Type:</b>	Short Term Contract

<b>Key Relationships</b>	<p><b>Internal</b></p> <p>General Manager - Operations  Division Manager – Infrastructure  Infrastructure Manager(s)  Operations Coordinator(s)  Venue Operations Manager  All AGPC departments  Other internal stakeholders as relevant and appropriate</p> <p><b>External</b></p> <p>Project Manager Personnel (iEDM)  PI Operations, Parks Victoria, Tenants  Infrastructure contractors and suppliers  Formula 1® Teams  Formula 1® Management  Dorna and IRTA  International Partners and Stakeholders  Key suppliers and commercial partners  Other stakeholders as relevant and appropriate</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> </ul>

	<ul style="list-style-type: none"> <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> <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>	<p>This role is responsible for the successful coordination of Infrastructure services required to facilitate the implementation of project management requirements for both the Formula 1® Australian Grand Prix and the Australian Motorcycle Grand Prix on time and within budget.</p> <p>The Infrastructure Coordinator will provide support to the Infrastructure team on a range of duties including Project Planning, Procurement, Project Controls, Budgeting, Contract Coordination, Site Coordination, Health and Safety, and other miscellaneous works applicable to the Operations department.</p> <p>Provide an important role in the coordination of the Engineering Project Manager and its Formula 1® Australian Grand Prix Infrastructure deliverables.</p> <p>Support and promotion of the Infrastructure Department to ensure the success of the team, culture and events.</p>
<b>Core Responsibilities</b>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Develop systems of work and processes to promote efficient work practices within the Department.</li> </ul>

- Understanding key organisational timelines and ensuring the Department is adequately prepared to deliver to those timelines.
- Assist in the development of correspondence and documentation for key internal and external stakeholders.
- Undertake research to assist in the delivery of projects and deliverables.
- Maintain the Project Pipeline.
- Coordinate project deliverables as required.
- Maintain the Infrastructure page on GP Connect.
- Provide support in the facilitation of Asset Management requirements applicable to the AGPC Strategic Asset Management Plan.
- Maintain the Asset Register
- Update and maintain the Infrastructure Risk Register.
- Other works as requested by the GM Operations, Division Manager Infrastructure, Manager Infrastructure.

## **F1 Event**

- Coordination of facility orders applicable to the Formula 1® Teams, Formula 1® Management and other International stakeholders.
- Support in the implementation of Formula 1® Paddock and Formula 1® Management operations including their compounds and Pit Buildings.
- Coordination of infrastructure services requirements including site radios, power, telecommunication requirements etc.
- Coordination of Park Tenant administration functions including reporting, facility handovers and scheduling.
- Support with interdepartment orders of event facility requirements and overview of ordering platform.
- Coordination of accreditation requirements for infrastructure contractors.
- Assistance with the monitoring and management of the functions of the Engineering Project Manager (APP).
- Assistance in the site management of the infrastructure functions for the event.
- Actively participate in and assist the Operations Department in the successful delivery of GP Command and EOC functiond during Events.

## **MotoGP Event**

Coordinate the planning, contract administration, and on-site implementation of the infrastructure for the Australian Motorcycle Grand Prix including:

**Project Planning and coordination:**

- Preparation of detailed construction and installation and dismantle programs.
- Project Coordination of relevant Contractors on site such as multifunction devices, greenery, televisions and network cabling, fridges, fire extinguishers, furniture orders, container and asset transport, container hire, cleaning & waste management, signage installation, line marking, ground protection, heating/ cooling, fencing, portable radios, atms, fuel management and scaffolding.
- Drawing amendments and updates (AutoCAD).

**Project Controls / Procurement:**

- Assist with processing invoices, accurate budget tracking and coordination of financial deliverables.
- Assist in maintaining department databases and lists, and the associated platforms required in core duty delivery.
- Coordinate agendas, scheduling minutes and actions of relevant meetings and committees.
- Administration of budget and cost-control systems.
- Maintenance of contract files.
- Preparation of specifications/ scope of works and tender documents.
- Support with the evaluation of tenders.
- Seek quotations for contract works.
- Prepare recommendations which seek competitive outcomes in accordance with the AGPC procurement guidelines.

**Site coordination:**

- Relocation to Phillip Island for the implementation of Infrastructure deliverables.
- Facility handover coordination.
- Facilitation of Site Induction's.
- Contractor management.
- Actively participate in and assist the Operations Department in the successful delivery of GP Command and EOC functiond during Events.
- Coordination of MotoGP Paddock Operations including teams and Dorna infrastructure ordering and teams freight operations.

At the reasonable request of your Manager, General Manager and/or the Chief Executive Officer, role responsibilities may be altered at any time. Changes will be

aligned to the Corporation's strategic objectives, workforce planning and the structural alignment of the Corporation.

## **Governance**

Adhere to Corporation policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments.

Conducting every aspect of work in a trustworthy, reliable and transparent manner, and maintaining the highest ethical standards.

## **Customer Service**

Putting internal and external customers first, building strong relationships and ensuring that the approach is responsive to the needs of the internal/external customer.

Encouraging openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.

## **Continuous Improvement**

Taking initiative to improve operations/services/products and systems so that they are consistent with the Corporation's strategic direction and values; incorporating innovation and experimentation into daily work.

## **Health and Safety**

To assist the Corporation in meeting its health and safety obligations you will be required to:

- Actively participate in the reporting of hazards, incidents and near misses.
- Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Adhere to the Corporation's various policies, procedures, work practices and standard operating procedures
- Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system.

To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you,

	<p>you must inform your manager of any issues which may impact your ability to safely perform your role.</p> <p><b><u>Environmental Considerations</u></b></p> <p>Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation's policies, procedures and work practices.</p>
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## SELECTION CRITERIA

<b>Qualifications and Experience</b>	<p>Degree qualified, possibly in event management, project /construction management, engineering, or business.</p> <p>Event experience.</p> <p>Significant project management experience, including management or coordination of infrastructure or building projects.</p> <p>Experience of cost control/ budget responsibility.</p>
<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 – both internal and external</li> <li>• Immediately respond to customers' needs or concerns to ensure the quality of service meets agreed standards with a customer-centric approach</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><li>• Experience in information management systems, including internet and on-line environments</li></ul> <p>Continuous Learning and Professional Development</p> <ul style="list-style-type: none"><li>• Demonstrated commitment to continual professional and personal development</li></ul>
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