

POSITION DESCRIPTION

MANAGER PREMIUM FACILITIES

POSITION NUMBER	1019
DIRECTORATE	Assets and Infrastructure
SECTION	Premium Facilities
REPORTS TO	Director, Assets and Infrastructure
DIRECT REPORTS	Events and Marketing Officer Operations Supervisor
GRADE	4/2/1
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2017
DATE PREPARED	February 2019
DATE LAST UPDATED	February 2019

1. PURPOSE OF THE POSITION

The Manager is responsible for the management of Georges River Council's premium facilities. The position leads the commercial and sustainable management of premium facilities including Netstrata Jubilee Stadium, aquatic facilities, golf courses, tennis courts, Hurstville Oval, Harold Fraser Oval, future synthetic fields program and sporting facilities within Olds Park, Penshurst Park and Peakhurst Park.

2. KEY ACCOUNTABILITIES

- 2.1 Set the direction for and actively lead the premium facilities portfolio ensuring key outcomes are delivered in a timely manner.
- 2.2 Negotiate, manage and coordinate venues contracts including: security; event staff; cleaning; staffing; catering; leases and licenses; and, undertake local procurement activities in relation to minor works, maintenance and other necessary operational requirements as necessary.
- 2.3 Deliver the end-to-end event process for events conducted at the venue including but not limited to issuing proposals, bookings, event planning and logistics, liaison with hirers and venue stakeholders, event management, post event de-briefs and event settlement.
- 2.4 Coordinate feasibility studies for project proposals and identify risks and opportunities to optimise outcomes for Council.
- 2.5 Direct, plan and manage the project design process from appointing the consultant design team, concept development through to detailed documentation.
- 2.6 Conduct procurement process to engage required consultant resources and tender development sites to deliver projects in accordance with regulations.
- 2.7 Control delivery of project outcomes through management of contract administration, program, cost, quality, scope, risk and reporting.
- 2.8 Facilitate and administer project meetings and control groups.
- 2.9 Develop operational, capital and maintenance works operating budgets.
- 2.10 Any other duties as required.

3. KEY MANAGERIAL ACCOUNTABILITIES

Leadership

- 3.1 'Lead by example'.
- 3.2 Input to and implement Council/Line Manager decisions at a strategic and operational level.
- 3.3 Create, embrace and lead change. Manage resistance to change.
- 3.4 Treat others with respect and compassion.

People Management

- 3.5 Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
- 3.6 Objectively evaluate staff, provide feedback and communicate expectations.
- 3.7 Plan for the future, set team goals, identify priorities and follow through.
- 3.8 Deal with non-performance and inappropriate behaviour in a timely manner.

Communication

- 3.9 Communicate to all in a clear and concise manner both written and verbal.
- 3.10 Promote cross organisational communication and collaboration.
- 3.11 Foster good working relationships with external and internal stakeholders.
- 3.12 Communicate with staff on a regular basis and gain their input where appropriate.

WHS / Risk Management

- 3.13 Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- 3.14 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
- 3.15 In consultation with employees, develop and continually monitor the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.
- 3.16 Monitor and evaluate the performance of Team Leaders / Supervisors against their risk management responsibilities.
- 3.17 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

Governance

- 3.18 Manage operations and resources for cost effective achievement of team goals.
- 3.19 Prepare, manage and take accountability for financial budgets within the program.
- 3.20 Identify and implement customer service initiatives.
- 3.21 Effectively manage systems to optimise the use of resources.
- 3.22 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.23 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.24 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.25 Support the strategic and corporate priorities of the General Manager and Executive.
- 3.26 Maintain all relevant policies, procedures, practices and staff communications with relevant Federal and State Legislation and implement as necessary to ensure Council's compliance.
- 3.27 Other duties as required.



4. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

5. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

6. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

8. CUSTOMERS

- 8.1 Provide effective service to Council customers and the community
- 8.2 Provide effective service to internal customers
- 8.3 Present a positive image of council

9. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

10. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.



11. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 11.1 Tertiary qualifications and/or extensive experience in one or more fields of Major event/Stadia Management, Commerce, Management, Urban Planning or a related field.
- 11.2 Current Class C NSW Driver's Licence.

Essential

- 11.3 Evidence of significant experience in one or more of the following fields; business and economic development; major event planning; commerce/finance; marketing; property development; and project management.
- 11.4 Demonstrated ability to lead, motivate and manage a high performance team, including coaching and mentoring staff and creating a strong customer focus
- 11.5 Demonstrated experience in leading, developing, managing and contributing to strategic, complex, diverse, sensitive projects with multi-disciplinary teams.
- 11.6 History of working within one or more levels of government and/or experience in working with a Board in a non-government organisation.
- 11.7 Demonstrated experience at a senior management level in business performance improvement, transformation and change, budgeting, cost control and performance management systems and principles; and implementation of quality management systems.
- 11.8 Demonstrated experience in managing major procurement processes and contracts.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

Staff Use Only

Comprehensive pre-employment medical assessment excluding audio and lung function test, psychometric testing and Background Check

