



DEVONPORT CITY COUNCIL POSITION DESCRIPTION

Position Title:	Devonport Stadium Project Lead		
Department:	Economic Development	Classification:	Contract
Section:	LIVING City	Incumbent:	Vacant
Location:	paranaple centre offices	Status:	Full time (fixed term contract)

A. PURPOSE OF THE POSITION

To coordinate and oversee the planning, development, and delivery of a new indoor stadium and multipurpose function and events facility for Devonport including the establishment and implementation of a sustainable operating model.

B. PRINCIPAL ACCOUNTABILITIES

Accountability	Measures
Stadium Project coordination	<ul style="list-style-type: none"> Project governance framework established and effectively implemented. Ensure project activities are completed in accordance with defined scope, budget and timeframe parameters Identification, escalation, and management of issues that may impact project are addressed in a timely manner Effective project reporting and performance monitoring activities undertaken
Coordinate and support the project build team involving councils internal and external contract and project management resources, design consultants and construction contractor	<ul style="list-style-type: none"> Management of consultant and contractor activities are completed in accordance with contract and service agreement requirements Coordinate project input and operational planning from internal Council teams into project design and planning All relevant information and inputs are coordinated for project design, feasibility, consultant, and contractor processes Financial management is undertaken in accordance with Council Policies and procedures Performance and quality management is undertaken proactively with service providers to ensure project delivery outcomes are achieved
Financial oversight of the project	<ul style="list-style-type: none"> Funding model developed and approved Grants and other funding sources managed in accordance with Deeds and Agreements. Overall project monitored and managed within budget

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Accountability	Measures
	<ul style="list-style-type: none"> Sustainable business plan and operating model developed with key stakeholders, approved and implemented ensuring alignment with Councils Financial Management Strategy and relevant Asset management Plans
Stakeholder coordination and engagement	<ul style="list-style-type: none"> Liaison undertaken with project stakeholders as planned and required, both independently and in collaboration with other Council staff Regular communication and project updates provided to user groups, community, media and other stakeholders in accordance with project communication and engagement plan. Facilitate and participate in committees, working groups and issue-based stakeholder groups which assist in project decision making and delivery
Project risk, WH&S, Council policy, and legislative requirements	<ul style="list-style-type: none"> Delivery of project support services is undertaken in accordance with relevant legislative requirements Adherence to Council policies and procedures Risk management activities are undertaken in accordance with Council's risk framework All project documentation is appropriately managed and stored in accordance with Council systems and Records Management requirements
Economic Development team member role	<ul style="list-style-type: none"> Assistance provided with other specific project work within Councils economic development team within the incumbents skill set and workload capacity of Stadium Project. Participate in project delivery and stakeholder engagement and support activities as agreed.

C. REPORTING RELATIONSHIPS

Reporting relationships

The position reports to Matthew Skirving, Executive Manager.

Role Opportunities

The Devonport Stadium Project represents a multi-generational investment by Council to develop critical piece of new infrastructure for our City. Supporting both sporting clubs and codes, along with the broader community, the new multi-court indoor sporting stadium will be one of the premiere facilities of its type in the State.

The position of Project Lead is charged with managing the full project lifecycle of this exciting development, from stakeholder input, operational planning, participation in project delivery and establishment of a sustainable user group governance model for the long-term success of the facility, codes, and clubs.

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The incumbent is required to adopt a flexible approach to work requirements and be able to manage multiple streams of work and project activity, and also coordinate a network of support resourcing including Council staff, specialist consultants, and contractors.

The position involves significant liaison across all areas and levels of the community. The incumbent will need to utilise excellent interpersonal skills and diplomacy to ensure positive and productive relationships are established and maintained for the benefit of the project, Council, and our community.

Effective delivery of support will require the ability to anticipate required actions, proactively resolve project risk and issues as they arise, using appropriate judgement and initiative.

Consistent application of tact, excellent communication, time management and organisational skills and abilities will be required.

D. CONDUCT

Council has three Values which are designed to drive all decisions and behaviours. In addition, each team across the organisation has its own unique Team Commitments which focus on team specific expectations. All employees are required to embrace the Values, Team Commitments and comply with Councils Staff Code of Conduct.

The infographic consists of three vertical panels with a teal-to-blue gradient background. Each panel features a white icon at the top, a value name in large white capital letters, a short phrase, and a descriptive sentence. The bottom of the graphic features the text 'our values' in a large, light blue font and the Devonport logo in the bottom right corner.

- CHAMPION**
and respect one another
We respect and cheer on one another, working together to serve the community.
- DEDICATION**
to our customers and community
We are driven to understand the needs of our customers so we can connect them to the right solutions.
- PIONEER**
positive improvement
We chase innovation and improvement, so we can keep getting better.

our values



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E. KEY COMMUNICATIONS

Internal

The position reports directly to Executive Manager level, and will be required to operate with a high degree of engagement across the organisation with senior managers, staff and elected members. Effective and timely communication will be a critical requirement of the position.

External

The position will require a high level of communications with Council's external customers and key stakeholder groups aligned to the project. The position will need to deal with enquiries and complaints in a professional and timely manner.

F. REQUIRED PERSONAL ATTRIBUTES

The incumbent is expected to possess and consistently display the following personal attributes.

Ethics, values & integrity – Maintain high standards of ethics and integrity, inspire trust and confidence, treat all contacts equitably and fairly, and observe all Council policies and procedures.

Commitment and enthusiasm – Ensure enthusiasm and commitment to sustained effort through diligence and pursuit of high standards and their promotion to others. Be aware of best practice in relevant work areas and identify and undertake appropriate continued personal and professional development.

Initiative and innovation – Proactively utilise initiative, innovation and a commitment to continuous improvement to ensure the relevance and optimum effectiveness and efficiency of Council operations and service delivery. Anticipate potential problems and take appropriate actions to eliminate or manage their impact.

Working with others – Respect others and throughout the conduct of Council business actively support and provide coaching and assistance to fellow staff. Recognise and value the diversity of those in the workplace, and the impact of your actions and the examples you set for others. Ensure appropriate proactive communication is undertaken and respect the importance of keeping all relevant parties informed.

Professional & confident demeanour – Consistently project a professional, confident, controlled and customer focused attitude and demeanour.

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G. SELECTION CRITERIA

The following criteria are provided to assist in the identification of a potential incumbent's skills, knowledge and experience required for competent performance in the position.

Essential Criteria

- Demonstrated knowledge, skills and experience in Project Management of built environment projects that align with the requirements of this role
- Well-developed communication skills with demonstrated experience dealing with diverse teams and stakeholders.
- Well-developed financial management skills and experience
- Demonstrated time management and organisational skills
- Proficient in the use of Microsoft software, Financial Management systems, and information management systems
- National Police Clearance Check
- Evidence of current Drivers Licence

Desirable Criteria

- Degree-level (or equivalent) qualification in related fields of relevance to the role
- Specific knowledge and experience in sport and recreation facility planning, management or design.
- Demonstrated knowledge and experience in applications of Legislation (Acts and Regulations) and Standards pertaining to this position

OFFICE USE ONLY

Authorisation	Approved by General Manager 23/4/2024
Evaluation	Assessed April 2024
Review	Reviewed by Executive Manager 18/4/2024