

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Project Manager
POSITION NUMBER	1M048
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Infrastructure Delivery Manager
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	SQ Employment Contract
CONTACT INFORMATION	Rebecca Martin – Manager Infrastructure Delivery Phone: (07) 3008 6191 Email: rebecca.martin@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ01/25
CLOSING DATE	9 February 2025

THE POSITION

The Project Manager position is required to manage multiple building projects across Stadiums Queensland's (SQ) venue portfolio, from inception, through all stages of the project, to practical completion and commissioning.

WORK ENVIRONMENT

The position will work directly with Infrastructure Delivery Manager, Design Manager, Venue Management and Facility Teams to deliver building projects from the planning and pre-design phase to practical completion. The Project Manager reports to the Infrastructure Delivery Manager.

ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- Project manage identified significant capital works projects at SQ venues, on-time and within budget.
- Engage closely with key stakeholders in the preparation and development of a project briefs and scoping documents.
- Manage procurement of building projects in accordance with SQ and Queensland Procurement Policy.
- Financial management of projects in accordance with SQ financial procedures, delegation and policy requirements.
- Oversee the engagement, management and coordination of contractors in the delivery of building works, to ensure performance is in accordance with contract requirements and prescribed legislative standards.
- Manage critical project information such as milestones and expenditure to ensure project data is up to date at all times for reporting purposes.





- Manage and report against key project milestones within SQ's Capital Works Program.
- Support the overall SQ Capital Program with the project management of significant capital works projects at SQ venues, including design, cost, procurement, and delivery.
- Engage closely with and mentor SQ Facilities Managers involved in project planning, delivery, and contract supervision of capital works activities.
- Provide high level of support to Infrastructure Delivery Manager in the refurbishment and development of venue facilities, meeting SQ Key Success Measures.
- Produce complex correspondence reports and other documents to a professional standard.
- Ensure all work is undertaken in accordance with SQ's policies and procedures, particularly in the areas of workplace health and safety

MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Minimum eight (8) years' experience managing construction or maintenance projects.
- Tertiary qualification in a relevant discipline (eg. engineering, architecture, construction or facilities management) or equivalent experience.

KNOWLEDGE, SKILLS AND EXPERIENCE

ESSENTIAL

- High work ethic, commitment to professional presentation and flexibility in the workplace and ethical practice.
- Advanced Project Management skills
- Highly developed management, planning and problem-solving skills.
- High level communication, consultation, and negotiation skills, including the ability to prepare complex reports and correspondence.
- High level knowledge of building construction principles.
- High Level of knowledge of construction legislative and regulatory requirements.
- Understanding of legal, contractual, commercial and policy matters to provide direction for complex capital works projects.
- Demonstrated construction procurement experience.
- Demonstrated understanding of operational budgets and financial reporting.
- Demonstrated ability to lead and manage staff and contractors and measure performance.
- Demonstrated contract management and administration experience.
- Demonstrated ability to manage design consultants to achieve required outcomes in agreed timeframes.
- High work ethic, commitment to professional presentation and flexibility in the workplace and ethical practice.

DESIRABLE

- High level of knowledge of building services and systems.
- High level of understanding in sports and entertainment facility requirements.



OUR VALUES



Enthusiasm and passion

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.



ORGANISATIONAL STRUCTURE

