

# 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	<b>Strategic Projects Manager</b>
POSITION NUMBER	<b>1M049</b>
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Executive General Manager, Strategy and Performance
EMPLOYMENT TYPE	Temporary, Full-Time (12 Months)
CLASSIFICATION LEVEL	SQ Employment Contract
CONTACT INFORMATION	Anthony Lavarack Phone: 0423 070 733 Email: Anthony.Lavarack@stadiums.qld.gov.au
VACANCY REFERENCE #	SQ58/24
CLOSING DATE	Monday, 21 October 2024

## THE POSITION

The Strategic Projects Manager is responsible for the effective delivery of defined projects for Stadiums Queensland (SQ) that are strategic in nature, have a high-level of complexity and/or cover the breadth of the organisation. The position requires a proactive mindset with strategic and analytical thinking, highly developed communication, problem solving, collaboration and analytical skills, a proven ability to facilitate and influence. The position requires a detailed understanding of business and operating models, feasibility assessments and industry benchmarking and performance in the context of the Australian major sports facilities sector.

## WORK ENVIRONMENT

The Strategic Projects Manager works within the Strategy and Performance team reporting to the Executive General Manager, Strategy and Performance. The position provides analysis, options and advice to the Executive General Manager, Executive Leadership Team, Chief Executive Officer and the SQ Board and works closely with corporate office staff, Venue General Managers and other venue staff. The position will also work closely with the Executive General Manager, Venues on specific strategic projects and analysis. The position may involve high level consultation with external stakeholders and other businesses within the sector.

## 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

- Leading sensitive, complex or strategic projects under guidance from the Executive General Manager, Strategy and Performance (and the Executive General Manger, Venues as required) that cross SQ business areas, are whole-of-organisation or expose SQ to strategic external challenges or opportunities, integrating quality and appropriate outcomes.
- Providing high level analysis and advice, including the review of complex and sensitive issues, and project / investigation delivery for the organisation to help ensure SQ portfolio models and operations are effective, efficient, benchmarked and aligned to organisational strategy, goals and objectives.
- Undertake and manage detailed and expert analysis and assessment of business and operating model options and opportunities and their application to SQ, providing strategic advice to the Executive General Manager, Strategy and Performance, the Chief Executive Officer, the SQ Executive Leadership Team and the SQ Board.
- Cultivating strong and influential relationships with government, strategic stakeholders and sector organisations relating to SQ strategic issues, portfolio performance and benchmarking matters, SQ business and operating model options and opportunities, and strategic government decisions relating to new and enhanced major sports facilities.
- Lead detailed and strategic analysis and advice to Venue General Managers (under guidance from the Executive General Manager, Venues) on key tenancy and operating arrangements, decisions and opportunities.
- Responsibility for the consideration and development of identified organizational strategic Frameworks for SQ under the guidance of the Executive General Manger, Strategy and Performance.
- Responsibility for the consideration and development of updated information and strategic positions for the organisation now and into the future under the guidance of the Executive General Manager, Strategy and Performance.

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualifications in relevant discipline (e.g. management, business, administration, accounting, leisure, venues)
- Minimum of 7 years' experience in a strategic analysis / advice / assessment role (preferably government environment).

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Demonstrated detailed knowledge of major sport, entertainment and event infrastructure and the sector in Queensland and Australia including portfolio management approach of Stadiums Queensland and other Australian jurisdictions.



- A demonstrated track record of preparing complex papers, reviews, analyses, and documents that enable effective decision-making at Executive and/or Board level and preparing submissions for consideration by Government.
- Demonstrated high level skills and experience in undertaking feasibility assessments and the development of evidence based options and detailed reports, particularly in major sports facilities or other large public assets.
- A demonstrated self-starter who has the ability to turn technical knowledge into practical analysis and options for the organisation's strategic consideration.
- High-level planning, strategic thinking and analytical skills.
- A demonstrated ability to exercise sound judgement commensurate with the level of the position and the high level of autonomy expected.
- A demonstrated ability to navigate complex rules, processes and procedures associated with confidential government proposals and consultation processes considering SQ's position as a statutory body that is outside of executive government (i.e. SQ is not a Government Department).
- A demonstrated ability to influence organisational outcomes and to advise and influence Ministers, Board Directors, and senior Executives on significant, complex and confidential matters, taking into consideration and balancing significant financial, resourcing, operational, political, ethical, and legal considerations.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.
- Outstanding interpersonal and communication skills, both written and verbal, and the capacity to influence decision-makers.

**DESIRABLE**

- Knowledge of governance arrangements associated with Statutory Authorities and Government agencies.



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

