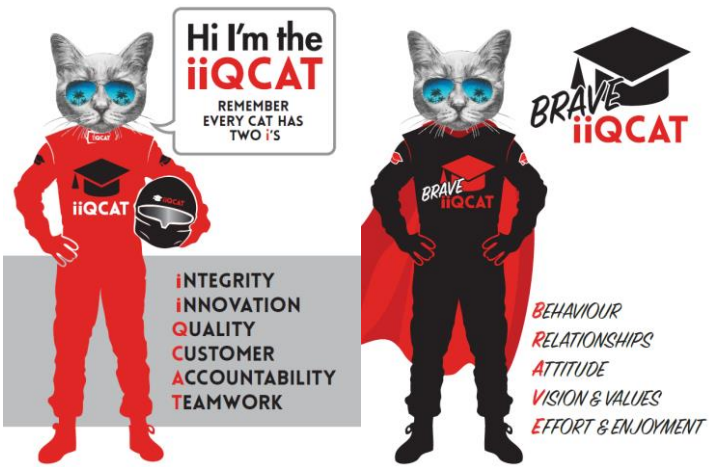


<b>Position:</b>	Project Officer
<b>Division:</b>	Event Experiences
<b>Department:</b>	Marketing & Experience
<b>Reporting to</b>	Manager – Event Experiences and Fan Engagement
<b>Employment Type</b>	Short Term Contract

<b>Key Relationships</b>	<p><b>Internal</b></p> <p>General Manager – Marketing &amp; Experience          General Manager - Corporate Affairs and Communications          Division Manager - Risk and Operations          Venue Operations Managers and Coordinators          Sales &amp; Activations Department          Division Manager – Infrastructure          Infrastructure Department          Legal Department          Finance Department          Motorsport Department          Other internal stakeholders as relevant and appropriate</p> <p><b>External</b></p> <p>Event delivery suppliers and venues          Visit Victoria          City of Melbourne          Carlton Inc          Development Victoria          Media Partners          Other stakeholders as relevant and appropriate</p>
--------------------------	--

<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 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>	To project manage the Live Fast festival program in the lead up to the Formula 1 Rolex Australian Grand Prix 2022. A number of pop-up events within CBD and potentially regional to build hype in lead up to main event. Managing the relationships with each department and external stakeholder to plan, keep track of projects, hold project owners accountable, drive actions and deliver projects.
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• Project manage the Live Fast festival program</li> <li>• Lead the Live Fast Festival planning sessions</li> <li>• Coordinating staff and internal resources responsible for project deliverables</li> <li>• Managing project progress and adapt work as required</li> <li>• Ensuring projects meet deadlines</li> <li>• Managing relationships with internal departments and key stakeholders</li> <li>• Overseeing all incoming and outgoing project documentation</li> <li>• Optimising and improving processes and the overall approach where necessary</li> <li>• Management of the Live Fast Festival program SharePoint page</li> <li>• Organising meetings/agendas/presentation documents and reports</li> <li>• Coordination of the investment fund for the project and managing budget</li> <li>• Coordination and communication of all department activity related to the project (partnerships, sales, comms, operations etc)</li> <li>• Work collaboratively with internal departments for event delivery to ensure accurate, timely and professional scoping and planning</li> </ul>

- Deliver events to premium standard, ensure smooth bump in/ bump out process
- Main point of contact during all Live Fast festivals

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

	<ul style="list-style-type: none"> <li>• Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system.</li> </ul> <p>To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, 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>
--	---

## Person Specification

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant qualifications and Project Management skills</li> <li>• Demonstrated relevant, equivalent professional experience</li> <li>• Strong organisational skills, including time management and ability to balance multiple projects with attention to detail.</li> <li>• Proven ability to manage change in a complex work environment.</li> <li>• Highly developed interpersonal skills with the proven ability to build effective relationship and communicate with a diverse range of people both internal and external.</li> <li>• Outstanding interpersonal, communication and relationship management skills</li> <li>• Must be available to work weekends</li> </ul>
--------------------------------------	---

<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</li> <li>• Immediately respond to customers' needs or concerns to ensure the quality of service meets agreed standards</li> </ul> <p>Teamwork, 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> </ul>
--	---

## Interpersonal, Verbal and Written Communication

- Well-developed written communication ability
- Strong interpersonal and communication skills
- An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels

## Organisation and Planning

- Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands
- Ability to meet deadlines

## Technology

- Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint
- Experience in information management systems, including internet and on-line environments

## Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development