

<b>Position:</b>	Infrastructure Coordinator
<b>Division:</b>	Infrastructure
<b>Department:</b>	Operations
<b>Reporting to</b>	Manager – Projects and Procurement
<b>Employment Type</b>	Contract Role

<b>Key Relationships</b>	<p><b>Internal</b></p> <p>General Manager – Operations          Division Manager – Operations, Risk &amp; COVID-19 Response          Division Manager - Infrastructure          Manager - Infrastructure          Senior Manager – Operations &amp; Customer Experience          Senior Manager – Hospitality Experiences          Operations Coordinator          Accreditation and Customer Coordinator          Infrastructure Coordinator          Motorsport Manager          Sales &amp; Commercial Department          Marketing and Experience Department          Corporate Affairs &amp; Communications Department          Other internal stakeholders as relevant and appropriate</p> <p><b>External</b></p> <p>External agencies          Key suppliers and commercial partners          Other stakeholders as relevant and appropriate</p>
--------------------------	--

8

<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>	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.
-------------------------------	--

<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>	<p>The Event Build Coordinator will play an integral role in the successful, timely, quality delivery of services within the Operations Department. Reporting to the Manager – Projects and Procurement, the position will provide exceptional systems, project, and administrative support, establish efficient work practices throughout the Department, and improve processes and communication to improve the output of the team.</p> <p>The Event Build Coordinator will oversee a range of business-as-usual tasks and activities as well as assisting with key project deliverables. The position will be required to multitask, work autonomously, manage workloads, and apply sound judgement in prioritising matters for the benefit of the business. The Event Build Coordinator will have the ability to work autonomously.</p>
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the Infrastructure Department with the delivery of timely, accurate, quality services;</li> <li>• Coordinate the implementation of Infrastructure contracts and Services.</li> <li>• Undertake research to assist in the delivery of project investigations and deliverables.</li> <li>• Undertake research to assist in various procurement activities.</li> <li>• Assist with the coordination of Infrastructure services on site at Albert Park.</li> <li>• Provide site management during the recurrent build to support the Third-Party process.</li> <li>• Provide supervision to the health and safety practices of suppliers operating on site at Albert Park.</li> <li>• Assist with processing invoices and accurate budget tracking.</li> <li>• Assist with the scheduling, planning and delivery of meetings, committees, and functions to facilitate positive outcomes for the AGPC.</li> <li>• Develop systems of work and processes to promote efficient work practices within the department.</li> </ul>

- Manage agendas, scheduling, minutes and actions of relevant meetings and committees.
- Assist in the development of correspondence to key internal and external stakeholders.
- Assist in maintaining the AGPC Asset Management Register.
- Assist in the creation and maintenance of key reports.
- Review internal processes and identify efficiencies and improvements.
- Establish a documented pipeline of work activities to ensure documents are developed, proofed, and reviewed prior to approval and submission to other areas of the business.
- Coordination and development of event related documentation, operational plans, and collateral requirements.
- Assist the Operations Department in the successful delivery of GP Command and EOC functions during events.
- Other duties as required.

At the reasonable request of your Division Manager; 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.

	<p><b>Health and Safety</b></p> <p>To assist the Corporation in meeting its health and safety obligations you will be required to:</p> <ul style="list-style-type: none"> <li>• Actively participate in the reporting of hazards, incidents and near misses.</li> <li>• Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.</li> <li>• Take reasonable care for your own health and safety, and for the health and safety of others.</li> <li>• Adhere to the AGPC various policies, procedures, work practices and standard operating procedures.</li> <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>Environmental Considerations</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>	<p>A degree qualified in either event management, project management, engineering or business is desirable.</p> <p>Project management and/or event management experience, ideally in the major sporting event industry is required.</p>
<b>Relevant Traits and Characteristics</b>	<p>The Operations department prides itself on being a high-performing, inclusive, dynamic, innovative and supportive team. The desired candidate would need to seamlessly fit into the culture and values of the team. Further below traits are also required:</p> <p>Customer Experience</p> <ul style="list-style-type: none"> <li>• Demonstrated achievement in and enthusiasm for the provision of quality customer experience;</li> <li>• Prompt responsiveness to customer needs or concerns to ensure the quality of service meets agreed standards;</li> </ul>

## Contractor Management

- An ability to successfully liaise and communicate with contractors both on site and off site;
- Ability to be able to effectively compile, process and manage the contractor management process;
- Be able to confidently manage a broad range of contractors to effectively enforce compliance procedures;

## Teamwork, Adaptability and Resilience

- Demonstrated commitment to teamwork and the maintenance of a supportive work environment;
- Ability to work effectively as part of a team in a fast-changing environment;
- Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances;

## 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;
- Be innovative in all approaches to tasks and responsibilities.