

JOB DESCRIPTION

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| Agency | Department of Tourism and Culture | Work Unit | Northern Territory Major Events Company |
| Job Title | Manager, Transport | Designation | A06 |
| Job Type | Full Time | Duration | 21 Jan 2019 – 17 May 2019 |
| Salary | \$88,157-\$98,549 | Location | Darwin |
| Position Number | SUPN RTF 158185 | Closing | 10 January 2019 |
| Contact | Ms Meg Knuckey on 08 8999 6621 or meg.knuckey@nt.gov.au | | |
| Agency Information | www.nt.gov.au/dcm | | |
| Information for Applicants | Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here | | |
| Information about Selected Applicant's Merit | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here | | |
| Special Measures | Not applicable to this vacancy. | | |
| Apply Online Link | | | |

Primary Objective:

The Manager, Transport leads safe, efficient, and effective transport operations for the 2019 Arafura Games.

Context Statement:

Northern Territory Major Events Company (NTMEC) deliver the Arafura Games. The delivery of these Games is undertaken in partnership with other event delivery stakeholders, including Government agencies, and requires high-level communication and collaboration skills and the ability to work to immovable deadlines.

The Manager, Transport will ensure comprehensive and integrated plans, schedules and documents are in place to transport accredited client groups across the Games Footprint. This position will collaborate with public and private delivery partners to ensure Bus, Fleet, Public Transport, Traffic Management and Airport Ground Transport for the 2019 Arafura Games is successfully staged and key Games clients' expectations are met. Supporting the Head of Games Operations, this position will be an integral part of the 2019 Arafura Games transport service.

Key Duties and Responsibilities:

1. Evaluate Games clients registration numbers, accommodation selections against established bus routes, load zones, parking areas, schedules, policies/ procedures and overall transport operations to ensure accredited clients receive consistent and suitable transport services;
2. Build strong relationships with key internal and external stakeholders (functional areas, private organisations, government agencies) as required;
3. Positively lead and support a diverse team of paid staff, contractors and volunteers in the delivery of service levels;
4. Empower paid staff, contractors, volunteers by developing and delivering training on transport operations;
5. Ensure communication is clearly and timely disseminated to appropriate personnel to maximise positive outcomes;
6. Continually review registrations to ensure sufficient services are available for Games participants with restricted mobility;
7. Refine transport policies ensuring requirements are scoped with relevant departments and external delivery partners;
8. Address challenges and work through situations effectively within a dynamic and rapidly changing environment;
9. Collect and analyse information to prepare post Games evaluation and forecasts for future multi-sport events.

Selection Criteria

Essential:

1. Experience and high level skills in the development, management and delivery of complex multi-sport events.
2. Demonstrated high level leadership skills and experience in leading a team to deliver outcomes.
3. High level technical and transport acumen with experience in delivering events or similar activities with conflicting priorities, deadlines and fixed resources.
4. Strong interpersonal and communication skills, experience in negotiating, planning and managing intent and expectations with multiple local stakeholders.
5. Demonstrated experience in identifying and mitigating risk, especially in complex environments and involving non-government stakeholders.

Desirable:

1. Tertiary and post graduate qualifications in a relevant field such as Event Management.
2. Project management qualifications.
3. Experience in Work Health and Safety and its application to the events industry.