



JOB DESCRIPTION	
POSITION TITLE:	Director of Operations & Venues Planning
BUSINESS UNIT:	Halifax 2014 Commonwealth Games
DIVISION:	Executive
REPORTS:	Chief Executive Officer (CEO)
Approved:	Date:

SUMMARY

The Director of Operations & Venues Planning is responsible for the leadership and overall management and planning of all venue construction, operations and services for the Halifax 2014 Commonwealth Games International bid phase. The Director is a strategist, a relationship builder, a coordinator and will represent the Commonwealth Games Committee and its stakeholders in managing all relations, content and deliverables within the areas as it pertains to internal and external stakeholders, partners and agencies.

DUTIES AND RESPONSIBILITIES

- Defining the Capital Program including costs/ partnerships/ funding formulas delivery options and sport/ and venue use.
- Defining Overlay Program required to custom fit the Games requirements.
- Defining the Schedule of Construction delivery
- Defining impacts on existing and new infrastructure
- Developing the most reliable projections of the costs and revenues of staging the games
- Ensuring that all bid commitments are thoroughly researched and costed.
- Accountable for developing and managing the financial budgets for multiple functional areas subject to executive and board approval
- Responsible for the impact of decisions. Has broad decision making authority for long term strategies that may impact the entire project performance.
- Responsible for defining and selecting processes, policies and evaluation criteria. Regularly interacts with executives and / or major external stakeholders
- Overseeing the planning and identifying the integration for all components of all venues.
- Overseeing the overlay design process and delivery for all venues
- Responsible for the planning of all operation and service activities related to the function of all venues (transportation, security, logistics, Games Management, power, fit-out, technology, food services, concessions, broadcast, etc.)

- Acquiring consensus through consultation with sport, recreation and other stakeholders on deliverables
- Must work in collaboration with all Commonwealth Games directors in formulating recommendations
- Responsible for relationships of all external partners and stakeholders.
- Developing projections of the costs and revenues of staging the Games
- Outlining the overall planning efforts required to support the Games planning and execution so that potential lists of resources can be drawn up and provided to the Games organizers if the bid is won.
- Other duties may be assigned as required

SUMMARY OF QUALIFICATIONS

Education and Experience

- Engineering and/ or project management related degree
- Ability to integrate knowledge from two or more professional disciplines
- Previous experience working in a fast paced, multi-level, project-based environment with emphasis on time lines and delivery
- Possess 10 years of proven strategic project management experience, including relevant experience in customizing venues for specific uses
- Proven ability to build and maintain positive media and government relations;
- Demonstrated leadership, team building and supervisory skills;
- Ability to work in a consultative and collaborative manner
- Emphasize strategic and tactical abilities.
- Fluency in French is an asset

Competencies

LEADERSHIP: This is about motivating, developing and empowering people, giving them direction. It's about coaching and mentoring under pressure to meet service objectives. It is about dealing with difficult situations and having a flexible style that responds positively to individual people and situations (situational leadership). Leadership is also about creating an atmosphere conducive to positive thinking, where the team feel that issues can be raised and feel confident and have a sense of ownership. It is about supporting people and managing their performance effectively.

POLITICAL & ORGANIZATIONAL AWARENESS: This is about knowing and applying understanding to the context of local and international governments and the democratic process and some of the democratic realities through out the Commonwealth. It is about understanding the political sensitivities and the diverse customer base that we have. This means reacting appropriately and positively to both internal and external customers in a way that promotes good relationships and reflects the culture and values of Canada, Nova Scotia, and Halifax 2014. It is also about understanding how we do business as an organization.

PROBLEM SOLVING: This competency is about identifying the issues, exploring different options and actioning the outcome with the team. It's about applying problem solving skills to management of projects and programmes. It's about taking a step by step approach to solving a variety of problems. It is also about managing the team approach to this and encouraging contributions to establish innovative and creative solutions. This extends to managing performance issues by seeking the best solutions to address poor performance as well as the team's development.

NETWORKING & INFLUENCING: This is about recognizing the value of giving and receiving and about understanding your own role. It's about working flexibly and proactively, seeking partnership with others. It's about being able to look at the world from someone else's point of view. It is also about being able to build relationships, develop confidence, trust, persuade, convince, listen to and support, and gain commitment from everyone to achieve common goals, convince others. It is about identifying and achieving mutually beneficial and often common goals from a partner/stakeholder's perspective.

ORGANIZATIONAL & PROJECT MANAGEMENT SKILLS: This is about being able to prioritize and delegate appropriately. It's about forward planning and involving the team in the organization and delivery of the service. It's about contingency planning, making decisions, and recommendations and having in place appropriate communication mechanisms for change. This also includes identifying new resources and options for service delivery, and managing projects to a start and finish process. It's about understanding and helping to evolve Halifax 2014's culture, values, principles and goals.

INTERPERSONAL SKILLS: This is about the ability to interact effectively with others, to facilitate communications with individuals and groups and influence relationships and cultures. This is about being motivated to achieve, being self-aware, and conscious of how others perceive you. It is about being able to read a situation and adopt appropriate style and behaviour to deal with it. It is also about being assertive and challenging, having an open, flexible approach that generates confidence in your abilities. It is about often having to "think on your feet" and be honest and open about what can and cannot be achieved.

COMMUNICATION: This competency is about receiving, understanding, and delivering information to individuals, teams, groups, and partners/stakeholders. It is about listening, interpreting, and having a flexible style, delivering clear and concise messages with confidence. It is also about supporting employee's concerns and making judgements and decisions. It is about maximizing information technology to aid effective communicating.

PARTNER RELATIONS -FOCUSSED SERVICE DELIVERY: This competency is about continuously developing and improving services to partners/stakeholders and the publics with an interest in the Commonwealth Games, by listening and responding to their needs, pursuing innovation and quality in message delivery. It is about

understanding our partners/stakeholder base, what we do with and for them, and how our strategies affect them. This competency also includes understanding the political sensitivity of the bid process and understanding the decision making process so that developments are focussed on our strategic outcomes and considered within the broad political framework.

VALUING DIVERSITY: Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures both here in Canada and throughout the Commonwealth family of nations. Sees diversity as beneficial to the organization, its goals and the communities affected by the bid. It implies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

RELATIONSHIPS/CONTACTS

Reports to: Chief Executive Officer (CEO)

Contacts: .

Approved by: Date

Incumbent:
Incumbent:
Incumbent:
Manager:
Director: