

In mid 2014, an exciting Light Rail system in the Gold Coast came alive, linking people and communities along the coast. The G:link is operated and maintained by Keolis Downer Gold Coast (Keolis Downer). – Keolis Downer is Australia's largest private provider of multimodal public transport, operating G:link, Yarra Trams and close to 1000 buses in Australia. Keolis Downer is a joint venture between **Keolis**, one of the world's largest public transport operators, and Australian services firm **Downer**. As a world-class, reliable and integrated transport network, G:link is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living.

## Project Manager – Commonwealth Games

### Position Purpose:

To provide and maintain a well-structured operating plan to the Commonwealth Games. This role is essential to providing continuity through one point of contact for the Commonwealth Games team.

### Reporting to:

Customer Service Director

### Position Responsibilities:

- Manage Keolis Downer's response to the Commonwealth Games team
- Liaise internally with the experts within the company to obtain the information required to write an effective operating plan for the games
- Present the information in a logical and easy to follow format as Keolis Downer's Operating Plan. Implement and deliver this plan
- Maintain lists of assumptions, risks and issues, and ensure all are managed to a conclusion
- Keep the Senior Leadership Team informed of progress and outstanding risks
- Be the one point of contact for all Commonwealth Games staff and enquiries
- Provide regular reports as requested and/or necessary
- Work with GoldLinQ to agree the final cost for the plan delivery
- This position will maintain consistency of response within the operating plan and ensure all risks, assumptions and issues are highlighted and managed to a conclusion

### Competencies Required:

- Work as a Rail Safety Worker Category 4 (non-safety critical worker)
- Essential Qualification: Project Management / Business / Business Management qualification
- Essential experience: Proven knowledge and experience of working in a time-critical project management team environment

### Profile Requirements:

- 2-3 years project management experience, working across different disciplines within project management
- A highly self-motivated team player, with sound organisational skills
- Fluent in English with excellent written and verbal communication skills. Ability to chair meetings internally and represent Keolis Downer at external meetings.
- A focussed and structured approach, and must be able to work within a team or on own initiative
- Legally entitled to live and work in Australia
- Confident to challenge and competent to understand the effect of one change to the wider plan.
- Good IT skills
- Capable of following work processes and routines

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems
- Participate in internal and external audits for continuous improvement of KD's systems and processes
- Comply with and implement KD's systems and processes
- Attend education, awareness and training provided by KD, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KD's incident reporting process
- Participate in KD's injury management process
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work
- Comply with and implement the SQE requirements for human factors identification and assessment
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting

*As part of the recruitment processes at KD, job applicants will be required to provide a National Police Certificate. Further to this, successful candidates will be required to provide a National Police Certificate where requested throughout employment. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, KD considers this to be a reasonable requirement. KD will assess a candidate's and employee's criminal record history against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.*

*Keolis Downer is an Equal Opportunities Employer.*

If you feel you have what we are looking for then please send your resume and cover letter to Emily Burt, HR Manager at [emily.burt@keolisdowner.com.au](mailto:emily.burt@keolisdowner.com.au)