



SPORTS · TURF

INSTITUTE

Job Description Profile

International Project Manager

Purpose:

- To assist identify, develop and deliver products and services to international clients.
- To co-ordinate/project manage technical development of new products and services to the international market.
- To work with the CEO to develop relationships and contracts with international clients.

Location: Brisbane

Relationships:

- CEO
- GM Agronomy
- GM Operations
- Synthetic Services Manager
- Project Manager
- Malaysia

Accountable to: CEO

Qualifications/ Experience:

- Appropriate turf or business qualification.
- Proven experience in the sports turf industry, preferably with international experience.



Person Specification

Introduction

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person specification describes the knowledge, skills, and abilities of a person most likely to be competent in carrying out the functions of the role as described in the Job Description.

Technical skills

- Agronomy or synthetic turf expertise.
- Computer literacy.
- Business planning, project management and budgeting.
- International business experience.

Personal Attributes

Customer Focus

- Proactively manages client relationship.
- Continuously looks for better ways to meet or exceed customer expectations.

Self Management

- Sets up and maintains systems for checking the quality of work outputs.
- Actively and constructively participates in discussions on own performance, to enable professional development.
- Identifies strategies for and takes action to overcome barriers.

Integrity

- Sets and maintains high professional standards.
- Displays ethical and professional behaviour in all situations.
- Follows established organisational policies and procedures.
- Demonstrates openness and honesty when dealing with issues, day to day tasks and people.
- Follows through on commitments.
- Applies consistent standards that are fair and objective to all situations.

Innovation

- Proactively assesses own work patterns in order to improve efficiency and effectiveness.
- Takes the initiative and originates action required to improve the status quo.
- Encourages the discussion, free-debate and generation of creative ideas and solutions.
- Builds on ideas suggested by others to develop new solutions.
- Able to transfer practices and ideas to new business projects.

Communication

- Adjusts communication style to suit the needs of the audience (advanced technical to technologically challenged).
- Communicates key points clearly and concisely.
- Reinforces key messages to ensure the correct message is received.

- Communicates without using inappropriate jargon and phrases.

Analysis & Judgment

- Identifies issues, relationships and/or trends amongst information.
- Weighs all relevant pros and cons, and considers both the long-term and short-term impacts of alternatives.
- Makes timely decisions consistent with the vision and values of STI, even if they do not personally agree with them.
- Thinks in terms of opportunities and possibilities.
- Escalates issues when appropriate, or involves relevant others in decision making.
- Identifies and minimises significant risks associated with decisions.
- Makes and supports recommendations or decisions based on sound reasons.

Teamwork

- Accepts share of workload, to help others and the team.
- Shares ideas/information, resources, and experience with team members.
- Balances personal objectives with those of the team.
- Actively participates in the development of team values, goals and performance standards.
- Advocates and compromises where necessary, to arrive at a mutually acceptable solution.
- Encourages the discussion, free-debate and generation of creative ideas and solutions.

Relationship Building

- Builds and maintains productive relationships or contact networks.
- Builds and sustains positive and productive working relationships.
- Creates and sustains an appropriate image and profile of the area of work.
- Consults widely to obtain different perspectives on work related matters.
- Demonstrates credibility with stakeholders.
- Demonstrates an acceptance of and sensitivity towards different people and cultures.



Job description for International Project Manager

Key Responsibilities	Tasks
Business Development	
Assist CEO in identifying and developing opportunities off-shore	<ul style="list-style-type: none"> ▪ Establish and maintain a client database. ▪ Identify client requirements and develop a marketing strategy around such and implement it. ▪ Assist in identifying strategic alliances and collaboration opportunities required for delivery of products and services and implement it. ▪ Assist in writing proposals and applications for commercial work opportunities.
Client Relationship Development	
Developing and fostering client contacts	<ul style="list-style-type: none"> ▪ In conjunction with CEO develop and maintain relationships with key clients and keep abreast of industry requirements and trends. ▪ Develop specific mechanisms to enable the development and adoption of products and services.
Project Management	
Ensure that projects placed under their control are efficiently managed	<ul style="list-style-type: none"> ▪ Oversee the development/delivery of international projects.
Technical Delivery	
Assist in the delivery of STI services	<ul style="list-style-type: none"> ▪ Provide assistance in fee-earning work. ▪ Help monitor international projects and reports.
Administration	
Reporting	<ul style="list-style-type: none"> ▪ Provide monthly reports to CE and Commercial Development Team to keep them informed of developments. ▪ Ensure invoicing and follow up to clubs is effectively carried out.