



Position – Project Manager – Development
Facility Name – Kai Tak Sports Park
Location – Hong Kong

Position Purpose

Kai Tak Sports Park is a Design, Build and Operate project funded by the Hong Kong SAR Government for the development and operation of a sports, entertainment, and leisure complex over a 28-hectare site at the former Kai Tak International Airport. Kai Tak Sports Park Ltd (KTSPL) has been awarded the contract to undertake this project. ASM Global, through its subsidiary company in Hong Kong, SMG China, has been engaged by KTSPL to be the Operator of Kai Tak Sports Park.

The Project Manager – Development will be responsible for reviewing and monitoring on behalf of the operator the design and construction of the Kai Tak Sports Park precinct to ensure that it is built fit for purpose and in accordance with the approved designs. The Project Manager – Development will also lead the testing and commissioning process for the operator to ensure a successful handover of buildings and facilities prior to operational commencement.

Management Responsibilities

Strategy & Planning

- Undertake design documentation and drawing reviews providing advice to the Executive Director and other members of the Senior Management Team on the impact of the design and build as it relates to operational or facilities management functions
- Develop a programme or programmes for operational interfaces with the construction programme, ensuring all operational interfaces are properly coordinated.
- Co-ordinate with the working groups and teams working on the tasks and activities relating to the Pre-Operations Stage
- Embrace challenges with design and construction and proactively problem solve on behalf of the operator with the design and build team
- Provide timely strategic and operational advice to the Executive Director and other members of the Senior Management Team as it relates to design and construction
- Act as the lead person on behalf of the operator in respect of testing, commissioning and handover of the precinct and facilities. Lead, guide and support the working groups and management teams across the business for a successful handover

Business Planning and Budgets

- Provide assistance to the Executive Director and/or members of the Senior Management Team to carry out regular reviews and updates to the business plan
- Provide appropriate support and assistance in respect of cost management both in terms of overall project capex and future opex implications

Compliance with Policies, Processes, and Procedures

- Collaborate with the design and build team to ensure that as far as practicable all operator fit for purpose requirements are incorporated into design and construction activities
- Carefully monitor construction progress, undertaking regular site inspections
- Ensure any staff members undertaking site inspections are aware of site rules and health and safety protocols
- Implement systems for early identification of any issues in respect of quality or timeliness of the deliverables being produced. This should also include the completion of weekly site inspection reports to identify any non-conformances with operator approved design

- Develop and maintain an issues register, risk register and other similar tools to track and monitor the status of design and construction as it relates to operations and facilities management functions

Relationship Management

- Maintain positive and constructive relationships through collaboration with stakeholders including KTSPL, Hong Kong SAR Government, operations partners, design and build team members, contractors and suppliers and other external parties as appropriate
- Provide monthly reports to the Executive Director, Pre-Operations Steering Group and/or other meeting forums as required
- As required by the Executive Director, present any progress updates, reports, or issues to stakeholders

Leadership

- Guide, support and advise staff across multiple functional areas on the work they need to undertake to support the successful testing, commissioning and handover of the precinct and facilities
- Convene and chair workshops and progress meetings to ensure workflow is occurring in a way to meet the standards required and to the timelines expected

General Responsibilities

Hours of Work

- Normal working hours are 9am to 6pm five days per week. Flexible working hours will be required including nights, weekends, and public holidays in addition to normal hours of work

Certifications

- Must obtain all visas, licenses, or permits as required in Hong Kong prior to commencement of employment

Physical Requirements

- Regularly required to sit for long hours
- Work indoors and outdoors at any time subject to requirements
- Physical ability to maneuver around Kai Tak Sports Park
- Work in an environment that can be exposed to inclement weather and noise

Employee Handbook

- Comply with the requirements set out in the Company Handbook along with any reasonable amendments that may be made from time to time

Promote Client and Customer Relations

- Display a positive attitude
- Meet the needs and expectations of the client and customers
- Communicate in a friendly and professional manner
- Always be prepared to work collaboratively with other Divisions

Communications

- Attend meetings and briefings as required
- Undertake regular communication meetings with the Executive Director, Project Director – Facilities and Operations, Senior Management and Divisional Heads
- Participate in regular communications meetings with all staff

Property and Equipment Damage

- Report any damage to property or equipment promptly ensuring correct procedures are followed

Other Duties

- Perform additional tasks as requested by the Executive Director

Personal Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

- Bachelor's degree in project, Construction or Facilities Management, or a related field

Skills, Knowledge, and Abilities

- Ability to handle high levels of pressure and critical decision-making
- Committed to good governance
- Passion for excellence and innovation in pursuit of business growth and success
- Ability to work with and maintain highly confidential information
- Strong customer service orientation
- Strong task management and organizational skills
- Ability to work independently, using initiative, creativity, and flexibility
- Ability to meet hard deadlines
- Ability to multi-task and manage multiple projects

Experience

- Minimum 10 years' experience in a senior project, construction and/or facilities management position
- Experience in operating large sports, entertainment or multi-purpose venues, or campus type environment
- Previous experience of testing, commissioning and handover of sports, entertainment, or campus type environment
- Experience of managing and applying workplace health and safety protocols
- Proven track record of exceeding customer service and quality standards

Personal Qualities

- Excellent communication, interpersonal skills and organizational ability
- High integrity and openness
- Energetic, highly motivated, with an enquiring mind
- Good command of English language, both oral and written

Computer Knowledge

- Strong IT skills
- Microsoft Office

NOTE:

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply

Please submit a cover letter, CV/Resume, and salary requirements to:

KaiTakCareers@ASMGlobal.com

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.