



Position – Project Manager – Pre-Operations
Facility Name – Kai Tak Sports Park
Location – Hong Kong

Summary

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 purpose of the Project Manager – Pre-Operations is to be the project lead in respect of the tasks and activities required to successfully achieve operational commencement of Kai Tak Sports Park. This will include providing leadership and support to the working groups and staff members at all levels of the organization who will be actively involved in delivering all operational functions and outcomes to open the precinct and venues within it. The Project Manager – Pre-Operations will provide direct assistance and support to the Executive Director for the Pre-Operations Stage deliverables.

Management Responsibilities

Strategy & Planning

- Using the outline Pre-Operations framework, stated requirements in the Employers Requirements, tender submission, and other plans and documents, develop and maintain a detailed work programme for the preparation of the Pre-Opening Plan and the deliverables during the Pre-Operations stage
- Support, and where required further develop, the working groups and/or team structure for the Pre-Operations Stage and for the preparation of the Pre-Opening Plan and its implementation
- Identify resource gaps and requirements to ensure the successful preparation and delivery of the Pre-Operations Stage

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 business plan
- Provide insight and advice to the pre-opening budget identified in the business plan and subject to approved delegated authority manage the cost of elements of the Pre-Opening Plan and/or pre-operational activities within budget

Compliance with Policies, Processes, and Procedures

- Develop and monitor a programme for the Pre-Operations Stage
- Collaborate with the design and build team to ensure that the operations programme key tasks and milestones are coordinated into the overall project master programme
- Implement systems for early identification of any issues in respect of quality or timeliness of the deliverables being produced during the Pre-Operations Stage
- Develop and maintain an issues register, risk register and other similar tools to track and monitor the status of the Pre-Operations Stage

Relationship Management

- Maintain positive and constructive relationships through effective 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 and Pre-Operations Steering Group and/or other meeting forums as required
- As required by the Executive Director, present to stakeholders any progress updates or reports in respect to the Pre-Operations Stage
- Draft for the approval of the Executive Director the Project Monthly Report for the Home Affairs Bureau (Hong Kong SAR Government representatives).

Leadership

- Guide, support and train staff across multiple functional areas on the work they need to undertake and complete for the successful commencement of operations
- Ensure each working group or team has clear tasks and priorities to enable the deliverables to be completed in a timely manner
- 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
- Action tasks on or behalf of the working groups, teams or individuals as required to support the obligations of ASM Global during the Pre-Operations Stage

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

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 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 management, Business Administration, or 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 organisational 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 5 years' experience in a senior leadership position
- Previous senior position in major sports, entertainment, or multi-purpose venue
- Project management role in a major project
- Experience in previous major venue opening would be highly desirable
- Proven track record of exceeding customer service and quality standards

Personal Qualities

- Excellent communication, interpersonal skills and organisational 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.