Scheduling Manager, Project Services

**POSITION NUMBER** 0044857

**PROFESSIONAL CLASSIFICATION**

**STANDARD/SALARY** PSC 10A - $144,048 per annum (pro rata for part-time)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Full Time (1 FTE)

**BASIS OF EMPLOYMENT** Fixed term available for 5 years

Specific Task or Project

**HOW TO APPLY**

Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

Indigenous applicants are encouraged to apply.

**CONTACT FOR ENQUIRIES ONLY**

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Please do not send your application to this contact.

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Growing Esteem’, at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation
PROJECT SERVICES

Project Services deliver cost-effective fit for purpose outcomes which support the University in achieving its strategic goals. The Construction Planning & Delivery (CPD) team is located within the Project Services division. The CPD team is responsible for managing the planning, delivery and transfer to operations of building and infrastructure projects. In addition the CPD team provides expert advice to the university in relation to construction, project and asset delivery.

The University of Melbourne has an ambitious program of capital works. The works which are being delivered across multiple campuses have typically involved expenditure of in excess of $200 million per annum ramping up to $350 million in 2018.

Project schedules must be developed to reflect the entire asset lifecycle from project inception and planning through design and construction through to transition and steady state operations.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:
The Scheduling Manager, Project Services position is located within the Construction Planning and Delivery (CPD) team, and reports to the Director CPD. Working under the broad direction of the Director,
CPD, the primary purpose of this role is to provide a wide range of high level management, advisory, and technical services with a focus on scheduling to facilitate effective management and reporting of project, program, and portfolio performance.

The role will also provide high level and expert advice and direction to University faculties and Chancellery in the schedule management across all phases, including operational transition and activation.

Essential to the success of this position is the ability to work closely with diverse client groups to ensure that project schedules incorporate activities related to the effective transition of the project to steady state operations in a university context

Reporting line: Director, Construction, Planning & Delivery
No. of direct reports: 2
No. of indirect reports: 0
Direct budget accountability: #

**Key Dimensions and Responsibilities:**
Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Operational context: University-wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at [http://safety.unimelb.edu.au/topics/responsibilities/](http://safety.unimelb.edu.au/topics/responsibilities/).

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**
- Provide strategic advice to senior management groups which includes key stakeholders from Project Services, Chancellery, Faculty and project teams on schedule performance including risks and opportunities. This will require astute relationship building with stakeholders across the University.
- Develop and manage an integrated master schedule of the University’s capital plan across multiple portfolios.
- Review and analyse project schedules to actively identify risks and conflicts, assess impacts on the project objectives and interdependencies, and develop mitigation strategies.
• Maintain project schedules to ensure the sequence and timing of works are accurately reported to internal and external stakeholders.
• Implement robust project controls to facilitate accurate reporting, forecasting, measurement of key production outputs and resource requirements, and evaluation of impact of changes.
• Provide projects teams with expert guidance and advice in the development and management of project schedules including reporting of milestones, critical paths, resourcing plans, work breakdown structures, earned value management, interdependency management.
• Monitor actual progress against an agreed baseline, considering resource requirements and allocation, and assess against the achievement of key milestones.
• Work collaboratively with the project teams, management and stakeholders to establish scheduling demands and interactions across projects and develop solutions.
• Conduct risk control activities around the master schedule and develop mitigation strategies to manage slippage.
• Provide accurate and tailored reports to senior management groups and key stakeholders.
• Lead and facilitate workshops, coach and mentor to drive and ensure that applied scheduling approaches are both practised and effective.
• Lead, develop and provide direction to staff, including the capacity to develop staff to their full potential

**Selection Criteria:**

**Education/Qualifications**

1. The appointee will have: A postgraduate qualification in Civil Engineering or related field with extensive relevant experience or an equivalent combination of relevant experience and/or education/training. Project Management accreditation is desirable

**Knowledge and skills:**

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Demonstrated extensive experience providing schedule management services working as part of a management team delivering complex construction projects;
4. Demonstrated experience in the development and management of integrated master schedules involving multiple major projects delivered in operational environments;
5. Demonstrated experience in providing timely and reliable advice to senior management and executives, including tailored reporting.
6. Demonstrated experience in the development and implementation of project controls including earned value management;
7. Demonstrated experience in working with multidisciplinary teams to develop and proactively manage project schedules across the full project lifecycle, including transition into operations;
8. Demonstrated experience in the analysis and evaluation of contractor’s schedules, and identification of risks and conflicts; experience in construction dispute schedule analysis is desirable;
9. Proficient in the use of commercial software packages to enable schedule management including MS Project and Primavera P6;
10. High level stakeholder management and relationship building skills within a complex and diverse workforce, often with competing strategic requirements.
11. Extensive management experience and proven leadership qualities.
12. Outstanding oral and written communication skills, including the ability to write clear reports and present persuasive arguments.
13. Highly developed conceptual, analytical and problem-solving skills, with demonstrated ability to develop innovative solutions and to lead and manage projects.

**Other job related information:**
Occasional work out of ordinary hours and travel may be required.