Design and Development Manager

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0046756</th>
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<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 9 - $126,004 - $131,097 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 10%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed term until 24 December 2021</td>
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<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, 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.</td>
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<tr>
<td>CONTACT FOR ENQUIRIES ONLY</td>
<td>Rowan Maclean</td>
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<td></td>
<td>Tel +61 3 8344 9276  <a href="mailto:Rowan.Maclean@unimelb.edu.au">Rowan.Maclean@unimelb.edu.au</a></td>
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<td><em>Please do not send your application to this contact</em></td>
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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

CHIEF OPERATING OFFICER PORTFOLIO
The Chief Operating Officer (COO) Portfolio is responsible for the University’s budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University’s business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

PROPERTY
Property provides services that deliver cost-effective, fit for purpose outcomes that support the University achieving its strategic goals, and leads the transformation of our campuses, creating innovative spaces that inspire the great minds of the future
The Fishermans Bend team is responsible for delivering the University’s new campus at Fishermans Bend. Fishermans Bend is Australia’s largest urban renewal project, spanning 485 hectares and located five kilometres from Melbourne’s CBD. The area is divided into five precincts, including Australia’s new national employment and innovation precinct for advanced manufacturing, engineering and design. The State Government forecasts Fishermans Bend will be home to 80,000 jobs by 2050.

The State Government’s vision for the Fishermans Bend Employment Precinct is to create an internationally renowned innovation precinct for design, engineering and advanced manufacturing firms. Already home to world-leading advanced design and engineering firms including Boeing, General Motors Holden (GMH) and Siemens, the renewal of the Fishermans Bend Employment Precinct will encourage the development of high-value, future focused industrial firms with a focus on physical production and innovation.

The University recently purchased 7.2 hectares of land within the Fishermans Bend Employment Precinct with the intention of developing a new campus. The University is embarking on the design and development of Stage 1 of the campus to be operational in 2024. The property forms part of the 37-hectare former GMH site acquired by the Victorian Government in 2016, as a catalyst project in the regeneration of the Employment Precinct in the Fishermans Bend Urban Renewal Area.

The University of Melbourne campus will catalyse an innovation ecosystem that brings together researchers, established industry and start-up companies in one location to solve global problems and create highly skilled employees.

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 desire to strive for excellence and reach the targets of Growing Esteem.

ABOUT THE ROLE

Position Purpose:
The Design and Development Manager (DDM) assists the Executive Director and team with activities associated with project development start-up, initiation and implementation planning and administration. The DDM works closely on a day to day basis with the Project Team, Project Sponsors and stakeholders, drawing on resources within the Property group, the broader University, consultants and external stakeholders to the University.

The DDM co-ordinates components of the project including design and development planning, project administration and management, reporting, business case development, and produces high quality project documentation on a consistent basis. The DDM engages with stakeholders on behalf of the University providing accurate and timely information in both directions.

Reporting line: Executive Director Fishermans Bend
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Minimal
Judgement: Significant
Operational context: The incumbent works across a range of internal and external stakeholders
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/.
Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:
• Under the direction of the Executive Director, undertake and contribute to a range of project activities, such as:
Development planning: documenting the detailed scope of development components, developing a project plan and financial management, supporting design development engagement with the internal project team and external consultant team and academic and industry stakeholders;

Development initiation: co-ordinating design and development information and activities internally and externally, developing business cases (commissioning preparation as needed), supporting the operating model integration in the design through the design project team; and

Development administration and management: procurement of consultants and consultant contract management and administration; risk management; development finance, reporting and program monitoring.

- Prepare consistently high-quality project documentation for consideration by key University governance and management groups.
- Work with the Executive Director and project team to deliver the development.
- Prepare regular reports to key University committees and to the Government (when required) about progress and funding of the development.
- Engage with stakeholders on behalf of the University for designated projects, providing accurate and timely information in both directions.

**Selection Criteria:**

**Education/Qualifications**

1. The appointee will have post graduate qualifications (architecture, planning, development, engineering) in a relevant discipline or an equivalent mix of education and relevant experience

**Knowledge and skills:**

2. Demonstrated project design and development experience in complex environments and major capital projects, including the ability to translate strategy into a tangible development. Able to contribute to the planning, options development, feasibility assessment and business case development activity of developments with significant strategy, infrastructure and operational elements.

3. Experience in the development of major construction and/or organisational transformation projects.

4. Business acumen, including the ability to develop project procurement strategies and manage and administer commercial contracts and arrangements.

5. Demonstrated commitment to building and maintaining relations with a wide range of stakeholders and the ability to operate in a highly complex matrix organisational structure.

6. Excellent written and oral communication skills.
7. Demonstrate COO-Portfolio values 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, connecting with people and building relationships in your workplace.

Other job related information:

Occasional work out of ordinary hours, and travel required