Development/Project Officer

POSITION NUMBER 0061635

PROFESSIONAL CLASSIFICATION UOM 7 - $102,338 - $110,780 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Fixed term available for 3 years

HOW TO APPLY Go to 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.

CONTACT FOR ENQUIRIES ONLY Liz Cook
Email liz.cook@unimelb.edu.au

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
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey. We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation, and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and
academic support, research and innovation services, operational performance, business services and sustainability.

The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

CHIEF FINANCIAL OFFICERS GROUP (CFOG)

The core objective of the CFOG team is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

CFOG has responsibility for:

- Finance strategy and financial performance
- Corporate budgeting and accounting
- Management of financial risks
- Oversight of the University’s capital plan and spending
- Procurement governance and sourcing
- Supplier and contract management

The Chief Financial Officer is Katerina Kapobassis.

CORPORATE FINANCE PROPERTY AND SUSTAINABILITY (CFPS)

The CFPS division of CFOG, it’s key activities include strategy, planning and performance of the University’s estate, investment in and development of property, capital planning and associated investment processes, enterprise portfolio management monitoring and reporting, oversight of financial investment portfolios, treasury and financial risk management, debt and commercial advisory and execution, sustainability strategy development, planning and reporting, and communications and stakeholder engagement.
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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:
The Development Team supports the Property function and includes wide-ranging specialist areas that are concerned with both highly strategic issues, technical due diligence as well as operational aspects of land, property and estate use and development. The work of the Development Team impacts not only on the physical aspects of the built and natural environment, but crucially to the social, economic, political, reputational, and environmental aspects as well.

Development is defined as the process of changing or intensifying land and / or improvements to a new purpose or making better use of its existing resources by using capital expenditure. It includes both owned and leased land and improvements. It includes both programs and projects.

The Development Officer is similar to a Project Officer role and will be a key member of the Development Team providing project administration and support to the Portfolio Director, Senior Development Manager and Development Managers for any given project throughout the project life cycle.
Reporting line: Senior Development Manager or Development Manager
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: Nil

**Key Dimensions and Responsibilities:**

Task level: Moderate
Organisational knowledge: Significant
Judgement: Significant
Operational context: Corporate Finance, Property and Sustainability

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:**

Under the broad direction of the Senior Development Manager and Development Manager, the Development Officer (DO) supports a range of activities related to the delivery of property-related strategy, program and project initiatives led or managed by Corporate Finance, Property and Sustainability, including but not limited to:

- **Development and Project Briefing:**
  1) Support the development of key projects, including scoping, research, execution and evaluation of projects to enable and ensure evidence-based decision-making in areas such as financial modelling, feasibility assessments, high-level planning, concept design development, project program development and high-level stakeholder assessments.
  2) Support the drafting of project briefs, which include elements such as project background, objectives, strategies, timelines, scope of works etc (for example drafting project briefs for the procurement of consultant services)

- **Collaboration:** Provide administrative and project support to ensure effective management and governance of projects, including preparing meeting minutes and stakeholder communications and engagement materials (such as PowerPoint presentations). Manage project documentation in
accordance with the Development Framework including maintaining project records in accordance with current processes and procedures, processing and reporting of finances and contracts and updating project related systems, including but not limited to, EPMS which is an internal University enterprise project management package incorporating MS Project and SharePoint.

- **Measuring Performance**: Support oversight of key project outcomes and benefits end-to-end and in line with the University’s’ Development Framework and Investment Process, and implement best practice development approaches, supporting the broader team to execute to a high standard, implementing continuous improvement on projects by capturing lessons learnt from completed projects and translating them for future projects.

- **Design and Development Management**: Support the appointment and monitoring of consultants across the design, planning, and business case stages, for example preparing contracts/agreements, purchase orders and responding to requests for information (RFIs). With the Project Manager (Delivery) oversee the impact of construction activities ensuring that the clients across multiple programs can maintain business continuity during construction and relocation. Support transition to operations and operations planning, including supporting engagement with multiple portfolios and divisions.

- **Project Cost Management**: Support the management and monitoring of progress, performance, budget, scope and change control for assigned projects to achieve key milestones, providing high level project reports to a wide range of stakeholders including status reports to relevant governance groups including monitoring timelines, regular financial and cashflow reporting, coordinating, and responding to stakeholder input. For example, updating the budget forecast (similar to Excel), status reports and project schedule (using MS Project) in EPMS (EPMS training provided).

- **Risk Management**: Support the identification of potential risks and issues associated with the program and projects and track risk mitigation strategies as they are implemented.

- **Commercial Acumen**: Support the development of plans and processes to maximise positive impact, commercial outcomes and business performance. This includes undertaking due diligence, feasibility assessments, and supporting the negotiation and administration of commercial and legal agreements (e.g., leases, licenses, relationship and collaboration agreements, funding agreements, etc.).
Selection Criteria:

1. ESSENTIAL

- A qualification and/or substantial relevant experience in a large, complex and dynamic project development environment (such as tertiary or government sector); or an equivalent combination of relevant experience and/or education/training.
- An understanding of project management methodology or the ability to quickly acquire such knowledge.
- Demonstrated involvement in the administration and coordination of multiple projects in a similar role and skills in complex program or project environment.
- The candidate will be a motivated and professional self-starter with experience coordinating unique project requirements and working with a wide range of stakeholders.
- Demonstrated ability to draft reports or providing similar support in a project environment.
- Well-developed computer skills including Microsoft Word, Excel and PowerPoint and the ability to learn new software.
- Strong interpersonal skills with the ability to work collaboratively and effectively with a diverse range of stakeholders, other University work units and external organisations.
- Well-developed planning, organisation and scheduling skills, demonstrated initiative and the ability to deliver designated outputs to tight timelines.
- Demonstrated ability to work effectively as a team member and independently, with minimal supervision.

2. DESIRABLE

- Knowledge and understanding of the University environment, its policies, procedures and strategic plans, particularly as it relates to project management.

Other job-related information:
Occasional work out of ordinary hours and travel required.