



PROJECT MANAGER – RISE BUILD

DEPARTMENT/UNIT	Office of the Provost and Senior Vice-President
FACULTY/DIVISION	Monash Sustainability Development Institute
CLASSIFICATION	HEW Level 9
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

Monash Sustainable Development Institute (MSDI) conducts leading interdisciplinary research and education aligned to the UN Sustainable Development Goals. MSDI engages across all ten Monash University faculties to facilitate interdisciplinary research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with industry, government and the community. For more information, please visit www.monash.edu/sustainable-development/.

MSDI is leading the AU\$ 54 million interdisciplinary action research program: ***Revitalising Informal Settlements and their Environments (RISE)***. RISE is a randomised-control trial (RCT) of a new water-sensitive approach to upgrading water and sanitation services in informal settlements across Makassar, Indonesia and Suva, Fiji. Working with communities, governments, local leaders and partner institutions, RISE is co-designing location-specific solutions that integrate green infrastructure, such as constructed wetlands, to strengthen the whole-of-life water and sanitation cycle. RISE success will be measured by the health and well-being of residents – particularly children under five years of age – and the ecological diversity of the surrounding environment.

RISE is a consortium of 25 world-leading academic, government, industry and NGO institutions. The RISE team includes more than 150 researchers and practitioners from a range of disciplines and backgrounds, including ecology, biology, medicine, engineering, urban design, science, community development, and social science disciplines.

POSITION PURPOSE

As the RISE program enters into its third year of implementation, additional project management capacity is needed for this next exciting phase of the program's rollout. This phase will see RISE move from 'start-up' mode to 'consolidation' mode, with the aim to consolidate and solidify program systems, procedures and delivery mechanisms for increased efficiency, coherency and impact. A key focus in the coming two years will be the delivery of 12 civil works projects to upgrade 12 RISE informal settlements (6 in Fiji, 6 in Indonesia).

The Project Manager – RISE Build is expected to project manage the implementation of the build components of RISE. This centers on project management areas of delivering civil works projects in Fiji and Indonesia, including external management (e.g. donor relations, management and reporting; stakeholder engagement, and securing government planning approvals) and internal management (e.g. human resource coordination, project planning, forecasting, financial management, reporting).

This Project Manager – RISE Build role forms part of the core RISE team within MSDI and will play a leading role in project delivery, particularly of in-country urban planning, co-design, and civil works delivery activities in Fiji and Indonesia. This role has close working relationships with the Program Executive and Leadership, research teams, governments, businesses and communities in Indonesia, Fiji and Australia, and works closely with Monash Faculties to deliver research outputs in accordance with agreed timeframes.

The Project Manager – RISE Build will deputise the RISE Program Manager, who manages the overall RISE program (assessment/research and intervention/build). A key focus will be oversight and coordination of Fiji and Indonesian RISE build teams and associated in-country intervention activities. Significant travel (technical assistance missions) to Fiji and Indonesia is anticipated for technical backstopping support and partner government and donor relationship engagement.

Reporting Line: This position reports to the RISE Program Manager under broad direction, working with a considerable degree of autonomy

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Yes, in line with the Key Responsibilities

KEY RESPONSIBILITIES

1. Manage the Fiji 'build' project from conception to final delivery drawing on current project management methodologies, including; scoping client needs and identifying project deliverables, developing project background, plans, budgets and other supporting documents, reporting on progress and performance against project schedules and performance indicators, and undertaking post-implementation reviews
2. Manage the implementation of the project deliverables in Fiji and Indonesia including planning, overseeing and implementing change management strategies associated with project outcomes
3. Source and assign project resources, which may include supporting a procurement tender process and negotiating and managing contracts with external providers
4. Undertake research and analysis, devise solutions and provide practical and expert advice to senior management to address complex project related issues
5. Exercise strong budget management for the project/s managed and oversee expenditure of projects up to 1.5 million per annum
6. Prepare position papers, briefings, reports and presentations for a range of audiences, including senior management
7. Develop and maintain strong partnerships with key project stakeholders and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings
8. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies
9. Maintain regular contact with donors and partners and ensure timely reporting and compliance with donor and partner agreements
10. Cultivate new donors and partner relationships to support resource mobilisation efforts for add-on projects

11. Deputise the RISE Program Manager, including tasks such as preparing program-wide operational plans detailing recruitment, procurement and disbursement processes and schedules for both projects in close coordination with RISE teams; and assist with program financial monitoring, reporting and oversight

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications in international development, engineering, architecture, urban planning, business or a related discipline from a recognised university; or
 - equivalent qualifications and research experience in the area
 - extensive direct relevant experience in project or project management substantial experience working at the international level (e.g. UN, international NGO, foreign government)

Knowledge and Skills

2. Excellent project management skills with a proven record of working in interdisciplinary teams, successfully managing all aspects of medium to large scale projects through to completion, in accordance with project management methodologies, standards, timeframes and budgets
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. The ability to work independently in an action-research environment (with limited supervision) to achieve program targets
5. Advanced computer literacy, particularly with current project management software and related application capabilities
6. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders
7. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Ability to solve complex problems by using discretion, innovation and the exercise of high level diagnostic skills within areas of functional responsibility or professional expertise
9. Excellent written, interpersonal and communication skills, including experience in developing professional communication documentation and delivering effective presentations

OTHER JOB RELATED INFORMATION

- Travel to Fiji and Indonesia will be required
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.