MANAGER, PROJECT AND DESIGN

SCHOOL/UNIT: Facilities Management
SUB-UNIT: Project and Design
CLASSIFICATION: HEW Level 7
WORK LOCATION: Malaysia campus

ORGANISATIONAL CONTEXT
Monash University is Australia’s largest university, and member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

Monash University Malaysia provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018 we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

In 2017 Monash Malaysia was awarded a Six Star SETARA rating by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

Monash University Malaysia is jointly owned by Monash University and the Jeffrey Cheah Foundation.

For further information see: www.monash.edu.my.

Facilities Management
The Facilities Management Unit is responsible for the management and development of the University’s built-facilities (infrastructure and physical assets) as well as providing support services that facilitates the University’s core business operations (in alignment with the Campus Operational Plan). The Unit manages the planning and delivery of teaching and learning support, building maintenance, major and minor project works, space, food and beverage (F&B), cleaning, environment (including waste, recycle and landscape), fleet, mail and printing services.
The Unit also ensures high level of support services is provided to both staff and students in the upkeep and maintenance of the University’s asset, to promote and foster a peaceful, orderly environment that is conducive to learning and research; and oversees the infrastructure and facilities used by staff and students at all the three locations of Monash University Malaysia (main Sunway campus, Clinical School in Johor Bahru and SEACO in Segamat).

**POSITION PURPOSE**

The Manager, Project Management & Interior Design provides a range of high-level administrative and coordination services to support the Facilities Management Unit (FMU) strategies, programs and initiatives. This includes planning, coordinating and undertaking various refurbishment/renovation/reconfiguration project and design works for Monash University Malaysia campuses. The position also provides support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the FMU.

The Manager, Project Management & Interior Design operates with excellence in process and judgement to provide sound and timely advice and support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to Director, Facilities Management under broad direction

**Supervisory Responsibilities:** This position provides general direction to 2 staff and oversees a team of approximately 6 staff

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

**Project Management**

- Work closely with the relevant stakeholders, provide primary information and project cost estimation advice (with reasonable accuracy) for budgetary planning on renovation and upgrading works
- Coordinate with respective project consultants and end users to ensure the required project specifications are incorporated and implemented
- Prepare documents (which includes but not limited to Bills of Quantity, technical requirement and specification, cost comparison sheets), work scope specification for new refurbishment work requisitions and short listing of contractors
- Work closely with Procurement office for tendering process, technical clarifications and advice on the selection of competent contractors
- Perform material sourcing for all FFE in accordance to campus requirement and guidelines
- Control and administer allocated project budget to ensure financial resources are effectively utilised, and in compliance with campus policies and guidelines
- Provide regular reports on project progress to stakeholders. Monitor and coordinate project, ensuring adherence to project timeline and managing project within the approved budget
- Ensure project works carried out by internal staff and external contractors are in full compliance to specifications and OHSE procedures

**Design**

- Oversee all projects designs, from conception to delivery
- Develop preliminary ID conceptual drawing (where required), layout, work program and budgetary planning
- Control and manage design standards for Monash University Malaysia and ensure that all space planning activities complies to the design standards and requirements
• Lead project teams through all phases of a project; from project conceptualisation and schematic design, to
detailed design development and construction drawings
• Work with consultants, vendors, and stakeholders to meet overall design objectives
• Ensure as-built drawings are updated upon completion of all major and minor works

Others
• Provide advice on the use of latest smart teaching technologies and services, facilitating the integration of
these technologies (including acoustic requirements) into the teaching and learning environments
• Participate in the evaluation, selection, testing and implementation of audio-visual (AV) tools, technologies
and services (including the schematic designs of AV system)
• Perform essential tracking and monitoring of inventory for campus-wide fixture and fittings
• Manage, update and ensure campus signages in compliance with the University’s branding

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • A relevant tertiary qualification, preferably in project management or architecture; or
   • extensive knowledge, training and/or experience in project management and design work for a medium
to large scale organisation (preferably multinationals)

Knowledge and Skills
2. Excellent organisational skills, including the ability to set priorities, manage time and plan work to meet
deadlines
3. A strong commitment to excellence in customer service and a hands-on approach to service provision
4. Demonstrate the ability to work as an effective member of a team as well as able to exercise high levels of
independence, judgement and initiative
5. Highly-developed written and verbal communication skills, including the ability to interact with a diverse
range of stakeholders and negotiate positive outcomes from complex issues
6. Very knowledgeable in environmental legislation, building codes, tendering and purchasing, and contractual
processes
7. Highly developed computer literacy, including experience in the use of technical and business software such
as AutoCAD, Sketchup, 3D Studio Max, Microsoft Office, etc.
8. Strong analytical and problem-solving skills
9. Comprehensive involvement in consulting / construction and property industry will be an added advantage

OTHER JOB-RELATED INFORMATION
• 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: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of
Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.