ENGINEERING PROJECT MANAGER

DEPARTMENT/UNIT  Office of the Deputy Vice Chancellor (Research) and Senior Vice President

FACULTY/DIVISION  Monash Sustainable Development Institute

CLASSIFICATION  HEW Level 8

DESIGNATED CAMPUS OR LOCATION  Caulfield and Clayton campuses

ORGANISATIONAL CONTEXT

At Monash, work feels different. There’s a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you’re part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver groundbreaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the challenges of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and diversity. When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an inclusive workplace culture for our staff regardless of ethnicity or cultural background. We have also worked to improve gender equality for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – #ChangeIt with us.

The Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR) is responsible for the development, implementation and continuous improvement of the University’s research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University’s strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University’s executive team, the DVCR further advances the University’s research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University’s organisation, governance and structure is available at www.monash.edu/about/structure.

Modified date: December 2023
As a leading interdisciplinary research, education and impact organisation, **Monash Sustainable Development Institute** (MSDI) is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit [www.monash.edu/msdi](http://www.monash.edu/msdi).

MSDI is leading the AU$ 60 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 27 world-leading academic, government, industry and NGO institutions. The RISE team includes more than 170 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**

The **Engineering Project Manager** supports existing RISE team members in Fiji, Indonesia and Melbourne with civil and wastewater engineering advice during construction and post construction activities such as operation and maintenance of pressure sewer systems and asset handover. This role centres on providing design support, engineering advice, project management, procurement and administrative support during and after the delivery of civil works in Fiji and Indonesia. A strong emphasis on construction processes (safety, quality control, communication and reporting), Monash policies and operational procedures, project planning and mentoring is expected.

The Engineering Project Manager forms part of the core RISE team within MSDI and plays an important role in project delivery. This role has close working relationships with the Deputy Director (Design & Engagement), the International Project Manager, the Construction Project Manager as well as project teams and communities in Indonesia and Fiji.

The Engineering Project Manager is based in Melbourne. A key focus is ensuring that engineering activities are documented and procedures being implemented in accordance with Monash policies and project planning documents. Travel to Fiji and Indonesia is required for technical backstopping support, mentoring and troubleshooting.

The position involves developing and fostering close working relationships across multiple disciplines in a multi-cultural environment.

**Reporting Line**: The position reports to the RISE Deputy Director (Design & Engagement) working under broad direction with a degree of autonomy

**Supervisory Responsibilities**: Not applicable

**Financial Delegation**: Not applicable

**Budgetary Responsibilities**: Not applicable
KEY RESPONSIBILITIES

1. Manage projects 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. Source and assign project resources, which may include supporting a procurement tender process, including the preparation of procurement plans, reports, tender documents, purchase orders and construction contracts, negotiating and managing contracts with external providers.

3. Contribute to strategic planning and implementation of project deliverables in Fiji and Indonesia, including overseeing construction activities, reporting and mentoring.

4. Identify and report on risks and issues relating to projects and implement and monitor risk mitigation strategies.

5. Assist with budget management, including cost tracking variations and forecasting.

6. Mentor and support the development of a highly trained, motivated and efficient project team, including managing external consultants and contractors, with a focus on excellence in project delivery.

7. Develop and maintain strong partnerships with key project stakeholders, including construction teams in Fiji and Indonesia and undertake networking to support project objectives by networking, liaising, presenting information and coordinating or attending stakeholder meetings.

8. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree qualification in Civil Engineering, or a related discipline from a recognised university or equivalent qualifications and work experience in the area; or
   - at least 10 years of directly relevant experience in civil engineering, wastewater management or project management, out of which minimum of 5 years of on-site experience or contractor management on civil or wastewater related projects.

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of small to medium 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. Experience in motivating and developing a team of professionals to achieve project objectives.

5. The ability to work independently or with limited supervision to achieve program targets.

6. Advanced computer literacy, particularly with current civil design software, project management and related application capabilities.

7. Highly developed relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders.
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

10. Well-developed high level, planning and organisational skills, with the ability to prioritise multiple tasks and set and meet deadlines

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
- Travel to Fiji and Indonesia may be required
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.