

## Position Description

### Senior Manager, Engineering

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<b>Position No:</b>	50142991
<b>Business Unit:</b>	Chief Operating Office
<b>Division:</b>	Infrastructure and Operations (I&O)
<b>Department:</b>	Facilities, Assets and Services (FAS)
<b>Classification:</b>	HEO10
<b>Employment Type:</b>	Continuing, Full time
<b>Campus / Location:</b>	Melbourne Bundoora
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Infrastructure and Operations - <http://latrobe.edu.au/io>

## **Position Purpose**

The Senior Manager, Engineering leads, directs and oversees strategic delivery of asset management associated with infrastructure to effectively support the achievement of University goals. This includes the provision of strategic engineering advice and approvals, assessment of compliance to relevant Australian Standards and verifying adherence to operations and maintenance requirements.

The Senior Manager demonstrates engineering leadership within building services, more specifically, across electrical and mechanical infrastructure.

### **Duties at this level will include:**

- Responsible for formulating, developing and implementing strategies and plans for the effective and efficient provision of asset management strategies associated with long-term infrastructure and asset lifecycle requirements – key assets to be managed in alignment with ISO 55000 Asset Management Standards.
- Provide high level advice and strategic direction for electrical and mechanical infrastructure that achieve the optimum use of resources and to support the long term objectives of the University.
- Verify, measure, review and sign off (where required) the performance of I&O staff and partner organisation across all campuses including the monitoring and auditing to ensure compliance against scope of works, the I&O service catalogue, designated standards and key performance indicators.
- Provide advice to external engineering consultants and external service providers regarding the documentation of infrastructure and provide assistance in the continuous improvement of this knowledge resource. This is directly linked to the supporting the design and delivery of capital works for the University.
- Perform complex, significant and high level creative planning, program and managerial functions with clear accountability for program performance. Comprehensive knowledge of related programs.
- Be fully responsible for the achievement of objectives and programs affecting a significant organisational area at Faculty level or equivalent. May be an influential contributor to decisions over the allocation or use of substantial resources.
- Lead development of strategies and plans, which supports and takes forward University strategy.
- Lead major projects and initiatives which have significant resources and/or strategic impact.
- Review performance & services in the area of responsibility and compares it to best practice elsewhere, identifying areas of improvement in structure, practices, policies and technology which may result in change that may also impact on other areas of the University's operations.
- Will have responsibility for managing a substantial budget(s), including the discretion to re-allocate funds or priorities within budgets. Authorise significant expenditure items, or commit the University to significant contractual or resource obligations.
- This position has University wide responsibilities and is required to travel to other campuses and sites. There is an expectation of responding to a reasonable number of out-of-hours phone calls and associated site attendance, as needed.
- Other duties as directed, commensurate with the scope and classification of the position.

## Essential Criteria

### Skills and knowledge required for the position

- A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated high level of theoretical and applied knowledge in professional area of expertise.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation and facilitation of group discussions.
- Proven ability to deal with concepts, decisions and complex information or situations in an efficient and effective manner. Capable, agile, flexible and patient with process, and the ideas of others.
- Proven record of managing and controlling substantial budget/resources/funding and an understanding of financial management procedures.
- Highly developed knowledge of the principles, theory and practice of the area of responsibility and an awareness of broader developments relevant to the University.
- Awareness and understanding of the activities, objectives and strategic direction of the University, both current and future, in a global context.
- Technically competent and experienced in the operation of infrastructure and engineering services including proven knowledge and application of standards and codes.
- Demonstrated knowledge and understanding of the legislative and statutory requirements relevant to and impacting on facilities management activities.
- Demonstrated ability to manage staff and contractors, develop collaborative teams to deliver programs of work, and experience in reporting on contracted services including key performance indicators.

### Capabilities required to be successful in the position

- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Demonstrated creative, critical and systems thinking – generating ideas and recommending solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.

### Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- Current Victorian driver licence with 'Car' listed under licence type.

### Other Information

The position description is indicative of the initial expectation of the role and subject to changes to

University goals and priorities, activities or focus of the job.

## Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

This role coordinates a team of contractors who work on campus. It is anticipated that this role will therefore work on campus at least nine days per fortnight, or as required.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

## La Trobe's Cultural Qualities:

### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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For Human Resource Use Only

Initials:

Date: