POSITION DESCRIPTION

Position Title: Major Capital Works - Operations Coordinator
Organisation Unit: Property and Facilities Division
Position Number: 
Type of Employment: 3 Year Fixed Term
Classification: HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

The University has 3 campuses located at St. Lucia, Gatton and Herston. The University also operates medical and dental schools in Brisbane and a number of research stations and farms throughout Queensland.

The Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities management that support the University's teaching and research goals and its strategic objectives of Learning, Discovery and Engagement.

To achieve this, and to further improve the environment in which members of the University community study, work and live, P&F provide a range of services. These include: Infrastructure & Sustainability (ie energy management, sustainability office, engineering services), Project Delivery (ie new buildings, refurbishments, feasibilities), Planning & Property (ie. master planning, leasing, space management), Campus Operations (i.e. building maintenance, grounds and playing field maintenance, fire safety, security and parking, transport, cleaning, furniture, logistics, UQ fleet, mail dispatch).

UQ's environmental and sustainability initiatives have gained significant recognition. P&F manages the University's Environmental Management System, provides advice, and promotes best sustainability practices at UQ. The Sustainability website (www.uq.edu.au/sustainability) provides a single point for the University to communicate its initiatives and successes in embedding sustainability throughout its operations, learning, discovery and engagement. By browsing the site, the community has access to information on their sustainability study options, UQ's research in the area of sustainability, partnerships with community industry and government, and the University's carbon management strategy. You are encouraged you to visit the Sustainability website.

Further information about the Property and Facilities Division may be accessed on the Division's web site at www.pf.uq.edu.au

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Major Capital Works - Operations Coordinator is responsible to provide high level coordinate activities and support to the key major capital projects being undertaken by the University. This includes reporting on cash flows, project communications, safety coordination, preparation of workshop materials, project control group coordination and undertaking other activities as necessary to ensure that the University, the Division and the Project Delivery Section achieves its goals and objectives.
**Duties**

Duties and responsibilities include, but are not limited to:

- Assist Project Managers in the overall management of major project specific construction cash flows and draft detailed reports on each. Assistance will include from the initiation, development and provision of all relevant cash flow reports and the maintenance of a complete financial record for key projects.

- Efficiently monitor the progress and status of key major capital works projects including the preparation of meeting documents for distribution, upload, maintain and review project documentation and provide complete organisational support, including meetings and stakeholder coordination.

- Initiate and draft briefs to a requisite standard including ensuring compliance with UQ PPL, Australian Standards and current legislation. Prepare audit documentation as required and prepare draft briefing notes for the UQ Executive for review.

- Under the direction of the Associate Director, project Delivery provide high level project communication to all levels of project stakeholders with tasks including response to resolution of stakeholder issues, supporting the development and maintenance of key project websites, prepare presentations to stakeholder groups for review and assist in delivering high quality messaging across various platforms including social media and print.

- Assist to resolve project issues during construction, attend site meetings and obtain regular reports from builders, consultants and University staff and co-ordinate client and executive walkthroughs. Review of P&F OHS reports from site inspections and suggest corrective auctioning when required across key projects.

- Assist in the preparation of regular reports to the Space Planning & Management Committee on major capital projects including project milestone reports and general recording of construction program tracking.

- Contribute actively to the overall performance of the Division by facilitation, drafting and implementing significant improvements to policies, procedures and standard documents.

- Provide appropriate and considered advice and assistance to Division Staff based on knowledge and experience.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the University’s Code of Conduct
- requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Associate Director, Project Delivery who in turn reports to the Director, Property and Facilities.

SELECTION CRITERIA

Essential

- Completion of a degree within Construction or a related discipline with at least four (4) years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated extensive experience in construction contract management, cash flow reporting and project programming.
- Demonstrated knowledge of the Building Code Australia (BCA).
- Extensive knowledge and experience in the coordination, reporting and stakeholder assistance with institutional construction projects.
- Excellent communication skills (both written and oral) with the ability to work with a high degree of autonomy, and demonstrated organisational and time management skills in meeting strict deadlines whilst maintaining a high level of quality and consistency.
- Well-developed interpersonal skills including the ability to effectively interact with a wide range of stakeholders and service providers.
- The ability to produce accurate and timely reports and analyses on a range of issues.
- Extensive knowledge and experience in the independent development, implementation and management of large complex projects and service contracts, as well as sound knowledge of communication networks.

Desirable

- Demonstrated high level skills in excel or MS Project for the development of high level cost and program reports.
The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.