POSITION DESCRIPTION

Position Title: Senior Construction Project Manager
Organisation Unit: Property and Facilities Division
Position Number: 1102357
Type of Employment: Fixed term, full-time
Classification: Hew Level 9

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 $11 billion+ (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 three (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 (i.e. energy management, sustainability office, engineering services), Project Delivery (i.e. new buildings, refurbishments, feasibilities), Planning & Property (i.e. 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-ug

DUTY STATEMENT

Primary Purpose of Position

The Senior Construction Project Manager is responsible to provide strategic and technical advice on potential construction projects which are of a complex, innovative and high risk nature. This role plans, directs, manages and provides oversight of assigned construction projects to ensure that the University, the Division and the Project Delivery sections goals and objectives are accomplished within prescribed schedule and budget parameters.
**Duties**

Duties and responsibilities include, but are not limited to:

- Provide strategic and technical advice on projects which are of a complex, innovative and potentially high risk nature to appropriate stakeholders.

- Manage assigned construction projects from inception to completion in accordance with the UQ procedure for Project Management. Including the provision of all relevant reports and the maintenance of a complete record of the projects.

- Manage, review and monitor projects to ensure that progress is within agreed and expected timelines and budget; and provide recommendations on potential changes on projects and process as per contractual requirements, providing a detailed analysis of impacts.

- Complete detailed analysis of each project to ensure that projects meet the expectations of the User Groups and the long term interests of the University.

- Prepare reports of current projects under your specific portfolio within the Asset Management Plan, in preparation for the sections submission to the Director, Property and Facilities.

- Regularly produce and provide cash flow and program forecasts for specific projects to the Associate Director, Project Delivery, including any necessary interpretation or analysis for consideration.

- Prepare Feasibility Studies, which address the detailed requirements of potential user as well as the work necessary to bring an existing facility up to current standards and codes.

- Work in close conjunction and collaborate with other areas of the Division, including Campus Operations and Engineering and Sustainability to ensure open lines of communication, and seek relevant input and feedback where necessary.

- Prepare estimates on potential projects ranging from estimates based on University precedents through to a fully documented feasibility report with input from consultant teams.

- Prepare and delivery concise project briefing material to the University Senior Executive when required.

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

- Provide expert advice and assistance to Division Staff based on knowledge and experience.

- Perform any other duties as reasonably directed by your supervisor.

**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

• Relevant postgraduate qualifications and extensive relevant experience; or extensive experience and specialist expertise or broad knowledge in technical/construction field, or an Equivalent combination of relevant experience and/or education/training in construction, building or architecture.

• Demonstrated extensive knowledge of building and construction methodologies as applied to buildings and building services, including laboratories or similar complex technical facilities.

• Demonstrated high level knowledge of project and construction contract management principles and ability to apply associated skills in a complex environment.

• In depth knowledge and understanding of relevant legislation, codes and standards, including Workplace Health & Safety and Environmental Management.

• Demonstrated ability to interpret and critically analyse complex technical specifications related to building design, construction and whole of life maintenance.

• Demonstrated strong financial accountability in preparing and managing programs and large project budget allocations.

• Excellent interpersonal skills, including the ability to influence and persuade a wide range of senior stake-holders and service providers.

• The ability to produce accurate, timely reports and analyses on a range of construction issues.

• 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
Desirable

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.

Accessibility requirements and/or adjustments can be directed to Recruitment Advisor at recruitment@uq.edu.au