

POSITION DESCRIPTION

Position Title:	Manager, Project Management Office
Organisation Unit:	Property and Facilities Division
Position Number:	
Type of Employment:	Continuing 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 \$11billion+ (see <http://uniquet.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 Property & Facilities Division (P&F) is responsible for delivering comprehensive facilities operations to the University community by using integrated systems and services to support the University's teaching and learning, research endeavours and strategic objectives. 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 of Campus Operations, Infrastructure and Sustainability, Planning and Property and Project Delivery.

The Project Delivery section is responsible for managing construction projects, minor works and refurbishment projects from inception to completion. This team is also responsible for managing works programs, large and complex special projects, preparing feasibility studies on potential construction projects and office relocations. For further information on some of the significant projects and initiatives the Project Delivery section within P&F manage can be found on this website <https://coo.uq.edu.au/operational-areas/property-and-facilities/pf-projects-and-initiatives>

Further information about the Property and Facilities Division may be accessed on the Division's web site at <http://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 Manager, Project Management Office (MPMO) is responsible for developing and maintaining the University's Project Management Framework. This includes maintaining strategic oversight of the P&F Project Delivery portfolio. The role provides leadership, integration and advice in respect of project management processes and functions to improve the consistency and efficiency of the University's project delivery. The MPMO is responsible for defining standards, executing tasks associated with overall project management control, and for the maintenance of project management systems for the Project Delivery Section.

It supports all projects of the organisation and offers tools and other resources, such as project assistance, standards and guidelines, to all project managers. The position is also responsible for the leadership, management, mentoring and support for a small team of Project and Major Capital Works and Project Management Coordinators.

Duties

Duties and responsibilities include, but are not limited to:

- Define the Project Management Office strategy and lead the design and establishment of a common project management methodology, standards and tools to drive and facilitate the successful delivery of projects across the University, and to enable the strategic coordination of multiple projects.
- Establish and monitor Project Management (PM) and service delivery standards and quality; and performance measures across the Project Delivery Section including drafting and implementing significant updates to PM policies, procedures and guidelines, including the Project Management Framework. This will form the basis for evaluation of effectiveness and improvement planning.
- Implement an appropriate Project Portfolio Management system in consultation with members of the Project Delivery section, Director, Property & Facilities, and other stakeholders such as the ITS Division and the P&F Quality and Business Improvement teams.
- Ensure that the Project Portfolio Management system interfaces with existing UQ systems, such as the UniFi financial system, Archibus and other University software.
- Coordinate the UQ capital works program in conjunction with the P&F management team.
- Provide overall performance management of the team, ensuring clear accountabilities, objectives and metrics are in place, and ongoing coaching and feedback is focused on achieving continuous improvement and a performance culture.
- Produce critical analysis and reporting to inform the prioritisation and development of project initiatives and programs of work, and proactively mitigate risks of project overload.
- Identify and analyse interdependencies across the University's program of projects and communicate opportunities to leverage resources and maximise efficiencies.
- Lead the development, monitoring and reporting of overarching project/program key performance indicators, high-level project milestones, risks and reporting of the realisation of benefits and outcomes of major projects. Effectively communicate information across projects, key stakeholders and Project Sponsors and ensure that risks are identified and escalated.
- Assist with development of feasibility studies and business case submissions.
- Regularly produce and provide individual and rolled-up cash flow and program forecasts for all projects to the Associate Director, Project Delivery, including any necessary interpretation or analysis for consideration.
- Establish and maintain effective relationships with members of the Project Delivery Section, senior stakeholders and other Divisions. Ensure open lines of communication and seek relevant input and feedback where necessary.

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 or Quantity Surveying field, or an Equivalent combination of relevant experience and/or education/training in construction, building or architecture.
- Demonstrated extensive experience in working with Project Portfolio Management systems.
- Demonstrated extensive knowledge of building and construction methodologies as applied to buildings, building services and in-ground services, including laboratories or similar complex engineering service upgrades.
- Demonstrated experience in the management, supervision, training, mentoring and performance management of a diverse group of staff who are managing and resolving a range of issues to provide high quality services to clients.
- Demonstrated high level knowledge of project and construction contract management principles.
- Demonstrated strong financial accountability in preparing and managing programs, large project budget allocations and cash flows.
- Demonstrated strong ability to produce accurate, timely reports and critical analysis on the capital works program.
- 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.

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