Position Description

Title: Project Manager

HEW Level: 9

Faculty/Office: Property

Position Number:

Department/Team: Project Management

Date: July 2016

Position Purpose: To manage new build, refurbishment and/or infrastructure projects.

ORGANISATIONAL CONTEXT

The Property Division supports the University in achieving its learning, teaching and research goals through providing planning, development and maintenance services for all University buildings and infrastructure as well as providing a growing commercial property investment portfolio through development and/or acquisition and managing the same.

Property consists of:

1. **Development** who work in conjunction with key stakeholders to identify what infrastructure and development will contribute to building a stronger future for the University and support achievement of the strategic objectives.

2. **Project Management** who manage all building and infrastructure projects on Campus to deliver successful completion of, refurbishment, building work and infrastructure projects. Their services span research, planning, design, procurement and project management.

3. **Asset Management** who are responsible for the management of the Macquarie University Academic, Research and Commercial Precincts. It includes strategic asset and leasing management, property and estate management, timetabling, facilities management, maintenance, technical experience and dedicated customer service.

ORGANISATION CHART

[Diagram of organisational structure including Head of Project Management, Senior Project Managers, Project Managers, Project Coordinators, and other roles.]

---

Page 1 of 4
<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports to:</strong></td>
<td>Head of Project Management</td>
</tr>
</tbody>
</table>
| **Positions Reporting to:** | Direct: Project Coordinator/s as applicable  
Indirect: nil |
| **Key Direct Clients:** | Heads of Office, Heads of Dept, Senior Managers  
Project Sponsors  
Staff in other offices/ departments involved in University projects (stakeholders)  
MQ staff in general  
MQ students  
External contractors, consultants, suppliers |
| **Other Key Relationships:** | Development Team  
Planning & Design Team  
Services Infrastructure Manager  
Commercial Team  
Head, Asset Management & team  
Director, Property  
MQ staff in general |
| **Budget Accountability:** | Projects up to the value of $20mil |
| **Role-specific Conditions:** | Weekend work during implementation may be required |
| **Scope and autonomy:** | Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise |
| **Problem solving:** | Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area of specialisation |

- Manage new build, refurbishment and/or infrastructure projects from inception to completion.
- Collaborate with Senior Project Managers and key internal stakeholders to identify and define business needs and requirements relating to programs of build, refurbishment and/or infrastructure projects.
- Collaborate with Senior Project Managers and the Senior Project Manager (Design) to negotiate, agree and develop project scope, timeframes and deliverables to meet identified business needs and statutory requirements.
- Engage, brief, negotiate contracts with and manage project consultants and building contractors to ensure delivery against the agreed project scope and compliance with relevant statutory authority and legislative requirements.
- Collate, analyse and report on key project metrics and deliverables.
- Review, analyse, validate and report on feasibility metrics relating to the design, concept and procurement for new build, refurbishment and/or infrastructure projects and identify and escalate any potential risks.
- Identify, critically evaluate and address or escalate areas of potential risk associated with build, refurbishment and/or infrastructure projects and the use of external suppliers and contractors.
- Provide expert advice to the internal project and property development teams and to external stakeholders to identify and escalate or capitalise on opportunities to improve project quality and maximise the return on investment.
- Build and manage relationships with key internal and external project stakeholders.
- Manage, coach and set the direction for the Project Coordinator.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.
<table>
<thead>
<tr>
<th>Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPETENCIES</strong> Clusters of behaviours required for successful performance.</td>
</tr>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
</tr>
<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
</tr>
<tr>
<td><strong>Communication:</strong> Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
</tr>
<tr>
<td><strong>Service Focus:</strong> Making students, staff, alumni and other key contacts and their needs a priority.</td>
</tr>
<tr>
<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
</tr>
<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
</tr>
<tr>
<td><strong>ATTRIBUTES</strong> Personal qualities related to successful performance.</td>
</tr>
<tr>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
</tr>
<tr>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
</tr>
<tr>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
</tbody>
</table>
### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree and experience in architecture, engineering, building, quantity surveying, construction project management or related discipline.
- Understanding of Australian Codes relative to building design and compliance.
- Understanding of NSW Authority approval and certification requirements.
- Computer skills including MS Office and internet.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of Property’s functions and structure.
- Knowledge of Property’s policies, systems, processes and procedures.
- Understanding the external market/context relevant to their areas of expertise/specialisation
- Knowledge of how the University works and how relevant functions across the University interrelate.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Managing building and refurbishment projects.
- Managing projects across the delivery lifecycle, including forecasting.
- Applying the PMBOK methodology.
- Negotiating consultancy and building contracts.
- Managing contractors against agreed terms and ensuring compliance with relevant legislative requirements.
- Working with Greenstar ratings in design and operations.
- Working with project management software.
- Facilitating Value Management, CHAIR and ESD review workshops.