Position Description

Title: Senior Project Manager HEW Level: 10

Faculty/Office: Property

Position Purpose: To oversee implementation and management of programs of 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
<table>
<thead>
<tr>
<th>KEY ACCOUNTABILITIES</th>
<th>POSITION CONTEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult with key internal stakeholders to identify and define business needs and requirements relating to programs of build, refurbishment and/or infrastructure projects.</td>
<td>Reports to: Head of Project Management</td>
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<tr>
<td>Negotiate and agree project scope, timeframes and deliverables with the Senior Project Manager, Planning and Design and external providers to meet identified business needs and statutory requirements.</td>
<td>Positions Reporting to: Direct: Project Managers, Project Coordinators</td>
</tr>
<tr>
<td>Oversee the management of programs of and/or large scale build, refurbishment and/or infrastructure projects against the agreed deliverables and to ensure quality standards are met and compliance with relevant statutory authority and legislative requirements.</td>
<td>Indirect: nil</td>
</tr>
</tbody>
</table>
| 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. | Key Direct Clients:  
- Executive  
- 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 |
| Develop and implement strategies aimed at improving the quality and maximizing the return on investment for programs of build, refurbishment and/or infrastructure projects. | Other Key Relationships:  
- Development Team  
- Planning & Design Team  
- Services Infrastructure Manager  
- Commercial Team  
- Head, Asset Management & team  
- Director, Property  
- MQ staff in general |
| Build and manage strong, influential relationships with key internal and external stakeholders. | Budget Accountability: Project budgets of up to $200mil |
| Manage and coach the Project Managers and/or Project Coordinators and set the direction for external providers and contractors. | Role-specific Conditions:  
- Weekend work during implementation may be required. |
| Comply with relevant EEO and WHS regulations | Scope and autonomy Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs. |
| Perform any other duties as required and appropriate for this classification. | Problem solving Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making. |
## CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
</tr>
<tr>
<td><strong>Influencing and Persuading:</strong> Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td><strong>Implementing Systems:</strong> Adapting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Setting Expectations:</strong> Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td><strong>Delegating:</strong> Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Tracking Performance:</strong> Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td><strong>Giving Feedback:</strong> Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
<tr>
<td><strong>Leading and Directing:</strong> Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
<td><strong>Developing Capability:</strong> Coaching, mentoring and supporting others to develop their competence and confidence for performance and growth.</td>
</tr>
<tr>
<td><strong>Delivering Outcomes:</strong> Holding self and others accountable for achieving high quality and solution focused outcomes.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree and extensive experience in architecture, civil engineering, building, quantity surveying, construction project management or related discipline.
- Working knowledge of Australian Codes relative to building design and compliance.
- Working knowledge of NSW Authority approval and certification requirements.
- Computer skills including MS Office, internet and project management software.
- Knowledge of the GC21 contract.

### 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 the Property’s functions and structure.
- Knowledge of the Property’s policies, systems, processes and procedures.
- Understanding the external market/context relevant to their areas of expertise/specialisation
- Understanding the local and global market/context within which the University operates.
- 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 and overseeing multiple large scale projects and/or programs of projects in a diverse and complex environment.
- Working with ‘Greenstar’ ratings in design and operations.
- Developing and implementing strategies to ensure project design and delivery aligns with organisation-wide objectives, strategies and values.
- Managing multiple projects across the delivery lifecycle, including forecasting.
- Negotiating consultancy and building contracts.
- Managing a diverse team including staff and contractors across multiple projects
- Building and managing effective relationships.
- Working with project management software.
- Applying the PMBOK methodology.
- Facilitating Value Management, CHAIR and ESD review workshops.