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<b>Position Title:</b>	Campus Planning Portfolio Manager
<b>Position Classification:</b>	Level 9
<b>Position Number:</b>	TBC
<b>Faculty/Office:</b>	Campus Management
<b>School/Division:</b>	Central Unit
<b>Centre/Section:</b>	Campus Planning
<b>Supervisor Title:</b>	Associate Director, Campus Planning
<b>Supervisor Position Number:</b>	309891

## Your work area

Campus Management is responsible for planning, designing, developing and managing the University's campus and property portfolio to support teaching, research and campus life. Campus Management delivers a range of University-wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security and transport. As part of the Estate, Planning, Design and Governance team the role has accountability for setting the framework for University estate wide Planning and Governance policies, procedures, standards and for ensuring compliance to the Campus Plan.

## Reporting Structure

Reports to: Associate Director, Campus Planning  
Direct Reports: N/A

## Your role

The Campus Planning team leads the planning and design of the physical estate. The Campus Planning Portfolio Manager is responsible for engaging with the key stakeholders (executive sponsors, business owners and senior leaders) to define changes required to the physical estate to support their strategic business requirements. There are two key portfolio areas namely education and research. A portfolio manager will be responsible for each.

The Campus Planning Portfolio Manager will define the scope of change to the physical estate as it relates to the specific portfolio area, taking account of the UWA Masterplan (and all associated strategic development plans and design standards), and other relevant UWA stakeholder requirements.

The Campus Planning Portfolio Manager is responsible for supporting the Associate Director Campus Planning in stakeholder engagement, monitoring, and controlling (internal & external) planning resources, and status reporting on planned physical capital works outcomes in accordance with the Physical Capital Works Projects Planning & Delivery Framework.

The position has a strong impact on the deployment of significant resources. This involves high level leadership and oversight of negotiations with internal and external stakeholders and consultants. The position is also responsible for the design integrity of major capital projects and significant project's delivery including the selection of project teams.

## **Your key responsibilities**

Assist the Associate Director, Campus Planning to ensure all parties involved in the delivery of the University's Master Plan (and associated strategic development plans and design guidelines) and Asset Management Plan, understand UWA's commitments, including Urban Design, Placemaking, Architectural, Infrastructure, Sustainability, Access & Inclusion, Cultural Heritage, Activation, and Building Operation requirements.

Work with key internal stakeholders to define strategic portfolio (education and research) requirements related to the physical estate in response to portfolio strategic intent.

Undertake planning and participate in design development of capital works programs and projects with respect to portfolio activity and infrastructure, including undertaking needs and feasibility assessment, project proposals, facility planning briefs, and design reviews.

Assist in the preparation, scope, and design of strategic feasibility business cases for new capital projects to recommend to the University's Capital Infrastructure Advisory Group (CIAG), Executive and Senate that best align physical planning and development with the University's strategic planning.

Assist and provide input into the planning, monitoring, and reporting requirements together with the value management of the University's capital program.

Enable a coordinated approach in the planning and delivery of portfolios of capital works projects working jointly with the Capital Projects team, through oversight of project parameters from conception to completion and handover.

Undertake project stakeholder management and liaison within the defined portfolio area, and document outcomes, ensuring a robust consultation is achieved in all projects.

Provide advice in relation to statutory requirements, land use planning and asset management in project proposals and development plans.

Coordinate procurement and contractual arrangements and assist with the management of performance/outputs of planning consultants.

Represent Campus Management interests in internal and external forums as required.

Complete externally grant funded agency reporting requirements. Ensure governance processes are applied, reviewed, and improved where required.

As a member of the University community, demonstrate the highest possible standards of professional and personal conduct, modelling the University's Values and Behaviours.

Undertake other activities, which the incumbent might reasonably be expected to do, and which are consistent with the accountabilities and responsibilities listed above.

## **Your specific work capabilities (selection criteria)**

Relevant tertiary experience or demonstrated equivalent

Extensive relevant experience in capital works projects associated with urban spaces, research and/or teaching facilities; or an equivalent combination of relevant work experience and/or education/training.

Highly developed creative, conceptual, and analytical skills, including the ability to interpret and advise on capital works, design, documentation, and construction.

Excellent written and verbal communication skills including the ability to prepare written reports and make verbal presentations to senior University staff.

Proven ability to consult and negotiate with multiple and diverse stakeholders in complex environments to achieve outcomes is required and preferably in an institutional or a university or research institute environment.

Proven project management skills with the ability to manage and implement project plans to achieve desired outcomes within resourcing constraints.

Demonstrated practical application of place making, planning, and building design resulting in robust design solutions, and outcomes in an urban environment.

Demonstrated ability to understand project data and architectural drawings.

Demonstrated comprehensive knowledge of building and infrastructure services, physical resources, and environments in the higher education sector and /or financial capital or building and construction industry to develop creative strategies for the initiation of key educational infrastructure initiatives.

Demonstrated knowledge and application of legislative and regulatory requirements in the areas of Australian Building Codes and Standards, Occupational Safety & Health, Equal Opportunity, and principles of universal access, and how these impact on design and heritage of the building stock, sustainability, service delivery and people management.

### **Special Requirements (selection criteria)**

There are no special requirements

### **Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

To learn more about the University's Code of Conduct, see [Code of Conduct](#).

To learn more about Inclusion and Diversity, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, health and wellbeing, see [Safety, Health and Wellbeing](#).