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POSITION DESCRIPTION

Senior Manager – Estate Improvement

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional TFR

G - Administrative, Clerical, Computing, Professional & Research Staff

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NOT SHIFTWORKER

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Position Summary

The Estate Improvement Team is responsible for the planning and delivery of a significant pipeline of refurbishment projects, infrastructure upgrades, external works, new builds, and energy projects across UNSW sites.

The Senior Manager, Estate Improvement position leads a large team, including Portfolio Delivery Managers and Project Managers, to ensure a range of key strategic projects are delivered in accordance with the approved brief, budget and UNSW strategic intent. The role requires strong relationship management and engagement to deliver a high level of customer experience, making for a seamless delivery of project works is critical for this role to be effective.

The role of Senior Manager Estate Improvement reports to the Director, Design, Delivery & Development and provides leadership and management to a number of direct reports.

Accountabilities

Specific accountabilities for this role include:

- Collaborate with other key areas of Estate Management including Asset Management and Business Partners, Facilities Management, Security, and Sustainability to manage multiple programs and

portfolios of projects across existing campus locations. This role ensures the program aligns to the changing priorities of UNSW and can rapidly respond to opportunities or constraints arising from changes to priority, budget or brief.

- Work with Asset Management in the evolving Strategic Asset Management Plan to manage the preparation of design briefs and the assembly of multidisciplinary consultant teams; manage the planning agenda and planning projects delivery on time and within budget.
- Lead the delivery of Estate Improvement projects and budget programs of works. This includes preparation of project briefs design, documentation, tendering and construction management of the reporting processes, and leading, managing and motivating a multidisciplinary team in the development and delivery of projects.
- Develop and coordinate Estate Improvement Program reporting across multiple Project Control Groups (PCGs) to provide key project and program updates to UNSW executives as required.
- Review and develop risk management plans, assess and manage risk associated with projects, provide advice to Executive on the nature and severity of the risks.
- Participate in/and or chair project teams and committees involving clients/stakeholders, consultants, contractors and staff to achieve effective project coordination.
- Maintain an appropriate project and program management governance structure ensuring that processes and protocols are embedded within all activities undertaken by the Estate Improvement Program team.
- Ensure that planning and delivery strategies align with the University's strategic intent across existing campus buildings and infrastructure.
- Provide senior leadership across the Estate Improvement Program portfolios to ensure planning, delivery, commissioning and post occupancy evaluation activities are integrated within all programme undertakings and form a cycle of continuous improvement.
- Develop and maintain comprehensive capital budgeting, including expenditure and forecasts, end cost reports for each planning project and forecast project, aligned with financials ensuring expenditure remains within approved budgets.
- Deliver high level staff management, mentoring and development, ensuring that all staff within the Estate Improvement team receive development opportunities and regular performance appraisals across the planning and project management disciplines.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Degree in architecture, planning or engineering or ten or more years demonstrated experience managing complex planning and construction projects and programs of strategic significance, particularly within major corporate or institutional environments.
- Proven experience leading capital program and projects from design to delivery, to achieve cost, value, time and quality objectives.

- Sound knowledge and experience in contract administration, resulting in the ability to form concise judgements concerning contract variations, time claims, contractor performance and other related issues.
- Strong people management skills and proven experience in resource planning to manage a large team across multiple concurrent programs of works.
- Demonstrated high level negotiation and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in respect of project and team management issues.
- Demonstrated interpersonal and written communication skills and experience in preparing succinct reports, supported by proficiency in relevant computer applications applicable to the planning, reporting and delivery of development projects.
- Demonstrated experience in procurement, funding requests, financial analysis and budget management.
- Effective leadership capabilities in a team environment and a demonstrated capacity to establish, build and maintain strong professional relationships within a diverse environment.
- Demonstrated ability to implement equal opportunity and diversity policies and programs
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.