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## POSITION DESCRIPTION

# Senior Manager, Development - Major Projects

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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22 February 2024

### Position Summary

Estate Management (EM) provides a range of services and advice to all Faculties and Divisions on the Kensington campus as well as the sub-campuses. It does this by providing campus planning, infrastructure planning, development, construction, refurbishment, maintenance, and environmental management. EM also provides a wide range of logistic and associated services to ensure a safe and secure campus environment.

The Senior Manager, Development - Major Projects plays a crucial role in the delivery of major capital developments aligning with the UNSW Masterplan on behalf of the University.

This role has key relationships with University stakeholders, including Faculty Executive Directors and Divisional Operations Directors, "Enabling" government authorities including Commonwealth, State and Local Government Agencies.

The Senior Manager, Development – Major Projects reports to the Director, Design, Delivery & Development and has multiple direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Providing high-quality and effective project governance for major projects within the UNSW Masterplan, and other potential development opportunities for UNSW.
- Lead the preparation of feasibility studies, complex financial models, and funding requests to secure executive approval for projects, and the ongoing monitoring and remedial actions to optimise revenues, cashflow and returns for the University. Overseeing capital program and project planning, including initiation documentation, development management, and delivery strategies to facilitate successful implementation.
- Manage the overall financial position across the major projects, including forecasting, commercial considerations, and regular robust financial reporting.
- Guiding multiple project teams, inclusive of external consultants, throughout all phases of the development life cycle.
- Managing and engaging with all project stakeholders, involving the development, implementation, and supervision of stakeholder communication plans.
- Managing and engaging with various government stakeholders and authorities at the local, state and federal levels.
- Ensuring all developments are delivered in accordance with project business cases and approved scope, quality, cost, and time expectations.
- Providing leadership to the project teams and offering direct support for the Director, Design, Delivery & Development.
- Representing the University's development and project interests on internal and external committees and forums.
- Responsible for managing significant development budgets in excess of \$300M.
- Provide direction and, when necessary, take action to resolve complex and sensitive problems or situations at both operational and strategic levels.
- Monitor and ensure compliance with legislative, regulatory, policy and procedural requirements within the work area.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure hazards and risks, both 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**

- A relevant tertiary qualification in property related discipline or subject with extensive experience in the management of significant development planning and delivery management services in a large complex portfolio of buildings and campuses.
- Demonstrated ability to develop and maintain strong working relationships with a wide variety of stakeholders and deliver exceptional customer service.
- Proven experience with financial management/budgeting/forecasting of major projects.
- 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.
- Outstanding interpersonal and communication skills with a high level of attention to detail for deliverables produced.

- Excellent time management skills, with a demonstrated ability to respond to changing complex priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Highly skilled leadership and management skills with the ability to create effective high-performance teams and engage in difficult conversations with staff in accordance with organisational policies.
- 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.