

**Project Officer Delivery**  
Planning and Development  
Division of Facilities Management

Classification	Level 7
Delegation Band	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
Hours per Week	35
Nature of Employment	Continuing
Workplace Agreement	<a href="#">Charles Sturt University Enterprise Agreement</a>
Date Last Reviewed	October 2017

**Our University Values**



**Our Core Competencies**

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

***Set Direction and Deliver Results***

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

***Collaborate with Impact***

- Relating and networking.
- Working with people.
- Persuading and influencing.

***Lead Self and Others***

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

## Division of Facilities Management – Organisational Environment

The Division of Facilities Management (DFM) is responsible for the effective and efficient development and management of the University’s physical assets over seven main campuses and a range of satellite locations. The University’s on-campus and on-line course offerings currently educates 40,000 enrolled students who are supported by 2,000 staff. To service the needs of students and staff across the CSU campus network, DFM has a continuing remit to provide a conducive and sustainable environment for safe living, learning and research, and engagement.

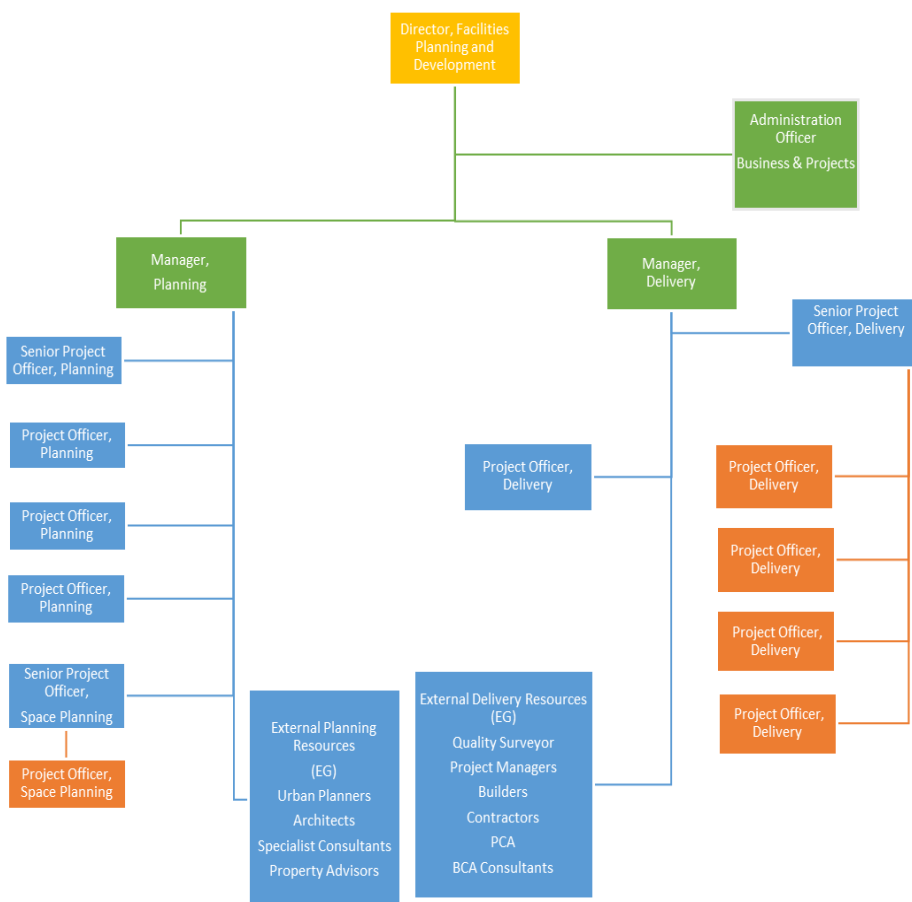
The Division plans, designs, constructs and maintains the buildings and environments on our campuses at Albury-Wodonga, Bathurst, Dubbo, Orange, Canberra, Wagga Wagga and Port Macquarie. Organisationally there are three functional units within the Division:

- Facilities Planning and Development
- Operational Services
- Procurement and Risk Management

The Facilities Planning and Development group is responsible for the planning, development and delivery of general building projects, both refurbishment and new builds, across all campuses. The group also has responsibility for space management, campus master planning, design standards, and heritage management.

Planning around the land and asset base of the University, both on and off-campus locations, is a critical ongoing need to ensure that the assets of the University are enablers of the University’s key strategies, be it short, medium or long term. Key planning outcomes must meet the academic and research needs of the University as well as facilitate new collaboration and engagement models with community and industry. Leveraging land and building assets to improve industry and community engagement together with commercial outcomes to underpin the University’s financial stability are also key to planning outcomes.

### Organisational Chart



## Reporting Relationships

This position reports to: Senior Project Officer Delivery and / or Manager Delivery depending on the projects assigned.

This position supervises: N/A

## Key Working Relationships

- Manager Delivery and Senior Project Manager Delivery
- Project Officers Delivery and Planning
- All Client and End User Stakeholders

## Position Overview

As Project Officer Delivery, the emphasis of the role is to take responsibility for all aspects of the delivery of projects allocated to the position, with an emphasis on the achievement of time, cost and quality outcomes.

The Delivery phase is generally defined as moving a project from a scope / schematic design, as documented by the Planning team, through the design detail process and onto procurement, construction and completion. Delivering project outcomes in accordance with the developed project parameters is a key aspect of this role.

Management of project governance during the delivery phases is a key responsibility of the position. For some projects the position may lead the brief / scope development phase directly.

## Principal Responsibilities

- Manage all aspects of the delivery of assigned capital works projects.
- Client and consultant engagement, liaison, management and direction including facilitating and coordinating project team & user meetings.
- Continuing review of the needs assessment against design and construction details.
- Develop and prepare project briefs and concepts, feasibility studies and budget estimates.
- Develop project programming, project scheduling and budgets.
- Facilitate Project Control Groups and governance processes during the Delivery phases of allocated projects including project endorsement and/or approval and phase reviews.
- Review and assessment of project design and construction documentation as required.
- Facilitate all required permissions, permits and planning certificates.
- Research & analyse problems and prepare solutions and/or responses to project design & delivery issues.
- Reporting on project progress, risks and issues.
- Work with the Delivery team management and Procurement & Risk Management staff in the engagement of consultants and call tender, tender evaluation, negotiation, and contract award and establish construction delivery of specified projects.
- Contract preparation and contract administration.
- Manage project communication requirements.
- Assist with Planning activities within the unit as required.
- Other duties appropriate to the classification as required.

## Physical Capabilities

The incumbent will be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kgs.
- Sit for long periods at a computer desk.
- Hold a current NSW motor vehicle licence.

## Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated Project Management and contract administration capabilities and principles proven in a building / construction / engineering environment.
- C. Superior analytical and problem-solving skills in a planning, design or construction environment and demonstrated experience of developing building and design concepts.
- D. Demonstrated understanding of construction techniques and building and planning frameworks
- E. General knowledge of the contractual and legal issues involved in managing external consultants and contractors
- F. Demonstrated ability to develop and maintain collaborative working relationships with internal and external key stakeholders, good interpersonal and negotiation skills and ability to work as a part of a team and autonomously.
- G. Demonstrated organisational and time management skills and good written and verbal communication skills.
- H. A working knowledge of computer based software tools such as Microsoft Project, Aconex, Microsoft Word, Excel, Project and Adobe Acrobat

## **Information for Prospective Staff**

### **Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to [www.csu.edu.au/jobs/](http://www.csu.edu.au/jobs/).

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

### **Staff Benefits**

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

### **Essential Information for Staff**

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)