



Senior Project Manager

Department/Unit	BPD Campus Development
Faculty/Division	Buildings and Property Division
Classification	HEW 10A
Work location	Clayton campus
Date document created or updated	December 2017

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu

The position is located within **Buildings and Property**. We provide facility management and support services for the teaching, research and business functions of the University. For more information about the work we do, [please visit our website](#).

Campus Development oversee the planning and capital delivery works of new projects and major refurbishments on all Victorian campuses of the University. We aim to deliver innovative and world-class facilities that complement the University's reputation as a leader in research and teaching. For more information about the services we deliver, please see our website: <http://www.intranet.monash/bpd>.

The Victorian Heart Hospital is a State led initiative that will bring together the world's best in cardiovascular care, research and training to Monash University in Clayton. The Victorian Heart Hospital will treat cardiac diseases from early childhood to advanced adult life, and will include an emergency department, cardiac labs, specialist surgical and imaging facilities, and telehealth services for patients across Victoria, interstate and around the world. The Victorian Heart Hospital will also be home to ground-breaking medical research, and will train the next generation of Victorian heart specialists

Position purpose

The Senior Project Manager VHH will be the first point of contact for the Project Management team of the Department of Health and Human Services relating to the University's representation with respect to procurement, master planning, design requirements both shell and internal, campus infrastructure requirements from all sources, operational elements and overseeing enabling works. The incumbent will be responsible for overseeing the simultaneous end-to-end delivery of a range of complex projects relating to the Victorian Heart Hospital, including new building construction works, major refurbishments and potentially major infrastructure works, all with a university-wide impact. Utilising best practice cross project relationship and risk management methodologies, the Senior Project Manager will deliver projects to strategic aspiration and achieve business outcomes.

Successful discharge of the role will develop and maintain critical relationships with the Faculty, Monash Health and the VHH project team to anticipate issues and prepare solutions.

Reporting line: The position reports to the Director, Campus Development and works with a high degree of autonomy under broad direction

Supervisory responsibilities: Consulting team working for the University on this project

Financial delegation and/or budget responsibilities: Financial delegation commensurate with responsibilities of role, as approved by the Director, Campus Development

Key responsibilities

1. Identify and engage with senior stakeholders and work pro-actively to gain their support and endorsement by establishing strong partnerships, networking, conducting presentations and hosting/attending stakeholder meetings
2. Lead, direct and manage projects involving significant resources from conception to final delivery drawing on current project relationship and risk management methodologies, including directing and overseeing all aspects of project establishment, identifying and engaging relevant stakeholders, identifying project deliverables, reporting on progress and performance, implementing major change and coordinating and reporting on post-implementation reviews
3. Provide guidance on complex contract matters, such as Public Private Partnerships, to the Capital Working group or other operational staff, including training to new project managers and other employees in contracting practices and procedures
4. Lead, direct and undertake research, devise solutions and provide high-level, practical and impartial advice to senior management on complex, multi-faceted project issues
5. Lead and manage the preparation of business cases and specialised reports, correspondence, recommendations and advice for senior management and project stakeholders on highly-complex issues with a university-wide impact
6. Provide leadership to the Project Control Group team members and resources that they may or may not have direct supervisory responsibility (e.g., matrix structures, external/partner organisations), including developing, coaching and mentoring staff, fostering a collaborative team environment and managing staff performance to deliver project outcomes
7. Ensure projects sites are safe through the provision of inductions and the promotion and adherence to procedures relating to safety, environmental and accessibility that meet Monash requirements and comply with Building Codes, Australian Standards and current OHS legislation
8. Lead, manage and be accountable for identifying risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place
9. Manage and supervise consultants and contractors to ensure work is performed consistent with contractual specifications and agreements

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - post-graduate qualifications in relevant discipline and extensive relevant experience across all aspects of large and complex multi-stakeholder construction works and infrastructure or
 - extensive relevant experience and proven people management expertise, or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Exceptional relationship management and consulting skills, including the ability to interact, influence and negotiate at senior levels within and outside the university
3. Extensive and exceptional project management skills with a proven record of successfully managing all aspects of large, complex and organisational-wide projects through to completion
4. Outstanding planning and organizational skills, with experience establishing priorities, allocating and managing significant resources and meeting deadlines
5. Exceptional communication skills, including the ability to liaise with senior management, develop communication on complex issues for a senior audience and deliver engaging presentations
6. Outstanding consulting skills, including the ability to devise innovative solutions to complex issues
7. Demonstrated extensive and broad experience in leading, motivating and developing a team of professionals to achieve objectives
8. Proven knowledge of safe work procedures, OHS&E and Building Codes Australia legislation relevant to work activities being conducted on projects, with a proven ability to implement University and statutory policy requirements
9. Strong financial management skills coupled with willingness and ability to learn in-house financial tracking systems
10. Experience and understanding of Environmentally Sustainable Design initiatives and certifying authority requirements

Other job-related information

- Travel to other campuses of the University may be required
- Some flexibility to working outside of normal hours will be required
- The taking of leave may be restricted during peak periods of work
- Possession of a current Victorian driver's license is desirable

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Organisational Chart

BPD Directorate – December 2017

