

POSITION DESCRIPTION

Project Services
University Services

Program Manager, Strategy Projects

POSITION NUMBER	0043790
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	An attractive remuneration package is negotiable.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full Time (1 FTE) Fixed Term (Specific Task or Project) Fixed term available for 5 years
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Michelle Watson Tel +61 3 8344 5574 Email: watm@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

PROJECT SERVICES

Project Services deliver cost-effective fit for purpose outcomes which support the University in achieving its strategic goals.

The CPD team is located within the Project Services division. The CPD team is responsible for managing the planning, delivery and transfer to operations of building and infrastructure projects. In addition the CPD team provides expert advice to the university in relation to construction, project and asset delivery.

The CPD team provides support to the Chancellery Major Projects Team in the conceptualisation and the development of business cases to the project initiation gateway.

Chancellery Major Projects typically manages projects to the approval gateway, with a value in excess of \$50 Million and is currently responsible for the Carlton Connect Project, the Student Precinct and student housing projects.

The Program Manager Strategy Projects is located within the Construction Planning and Delivery (CPD) team.

ABOUT THE ROLE

Position Purpose:

The Program Manager Strategy Projects is responsible for the provision of timely expert advice to the Chancellery Major Projects team in the development of property, infrastructure, building and precinct development strategies, business cases and concept designs to the approval gateway.

The Program Manager Strategy Projects manages the implementation of these major university projects from the approval gate through project delivery, transition to operations and handover.

The Program Manager Strategy Projects plays a significant role in the development and implementation of alternative contract methodologies which target increased efficiency, value for money and the efficient delivery of an extensive project pipeline.

Reporting line: The Program Manager Strategy Projects reports to the Executive Director Project Services

No. of direct reports: 5

No. of indirect reports: 20 to 30

Direct budget accountability: \$10 Million

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Significant

Judgement: Extensive

Operational context: *

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

The Program Manager Strategy Projects is responsible to:

- Lead the Project Services team providing expert advice to the Chancellery Major Projects team in the development of property, infrastructure, building and precinct development strategies, business cases and concept designs to the approval gateway.
- Lead the implementation of these major university projects from the approval gate through project delivery, transition to operations and handover.
- Manage consultant and contractor selection processes, the award and management of contracts including contractual disputes.
- Manage projects in a way that minimises impacts on the objectives of the University in Growing Esteem, teaching, research and student experience.
- Ensure a safety first culture and governance is in place which focuses on workers, stakeholders and the public.
- Ensure projects are delivered in accordance with relevant regulatory requirements.
- Manage nominated projects, including the design and construction, ensuring the projects are successfully delivered within budget, schedule, and specification.
- Manage the completion of projects, the transition to operations and defects liability ensuring projects are delivered fit for purpose.
- Provide high level expert timely advice and regular reports on the progress of nominated projects.
- Establish and implement appropriate governance processes to ensure project integrity, transparency and reporting.
- Establish and implement a high degree of communication with project owners, stakeholders, students and the public.
- Manage key relationships with University Services, Chancellery executives, Deans and Faculty Executive Directors across the University.
- Establish and lead multi-discipline teams drawn from across the Project Services portfolio, Chancellery, Faculties, external consultants and contractors to deliver significant projects.

Selection Criteria:

Education/Qualifications

1. The appointee will have:

- Demonstrated extensive experience in the planning, analysis, safe delivery and operational transition of major projects with values in excess of \$50 million which have been delivered in complex operational environments.
- Demonstrated experience in the planning and delivery of a portfolio of major projects.
- Demonstrated experience in leading and working with multidisciplinary project teams.
- Demonstrated experience to influence outcomes and work collaboratively with partners outside Project Services to achieve project expectations.
- Demonstrated experience in the management of major projects focussed on managing the impacts on and ensuring effective communication with clients and stakeholders.
- Demonstrated experience in delivering major projects on time, within budget and which meet the operational expectations of clients.

Other job related information:

Occasional work out of ordinary hours and travel may be required.