

POSITION DESCRIPTION

Project Services
University Services

Project Manager – Capital Works

POSITION NUMBER	0026278
PROFESSIONAL STAFF CLASSIFICATION/SALARY	An attractive remuneration package is negotiable.
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full Time (Fixed term) position available for 3 years Fixed Term (Specific Task or Project)
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	Paula Hayes Tel +61 3 8344 6929 Email: pmhayes@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 Construction, Planning and Delivery division (CPD) is responsible for the design and delivery of all building and other infrastructure projects to University approved standards, budget, schedule and to user satisfaction. We advise, design and deliver new builds, refurbishments, fit-outs and infrastructure upgrades by taking an end-to-end approach with our clients from concept through to design and delivery.

As well as providing Project Management services for building construction works, CPD acts as a Practice Leader for project management and PRINCE2 at the University of Melbourne.

Working together with the University of Melbourne Executive's and Infrastructure Services to deliver a wide range of construction, infrastructure and fit-out projects from minor works of \$150,000 to major construction projects of greater than \$100 million.

ABOUT THE ROLE

Position Purpose:

To provide project day-to-day planning, coordination and control of building projects and alterations projects of medium size and complexity within University properties for projects generally up to \$50M within University properties and tenancies.

Management of project relationship including clients, project owners, project teams and all other stakeholders as well as provide end to end financial and logistical management of facilities projects.

Reporting line: Principal Project Manager/Senior Project Manager - Capital Works

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability \$50M

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

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:

- Management of specific facilities projects, including the design and construction, ensuring the projects are successfully delivered within budget, schedule, specifications, safety requirements and be fit-for-purpose.
- Leadership of cross functional teams drawn from across the project services portfolio, external consultants and contractors to deliver facilities projects
- Manage any difficulties/problems on site that arise, resolving promptly and without disruption to the agreed program and are advised to the client representative promptly.
- Ensure liaison with architects and consultants involved in projects whilst keeping the client department advised on Projects progress.
- Receive and analyse tender prices and recommend a successful contractor.
- Prepare and manage project budgets, cash flows and procurement schedules for discussion and for confirmation by the client and the Principal / Senior Project Manager - Capital Works.
- To ensure minimum disruption to the client and neighbouring departments throughout the duration of the project.
- Monitor and supervise contractor activities in accordance with the contract EH&S plan or contract EH&S risk assessment.

Selection Criteria:

Education/Qualifications

1. The appointee will have: A postgraduate qualification or progress towards a postgraduate qualification in Project Management/Construction Management, Architecture, Engineering or similar and/or extensive relevant project management and cost control experience

Knowledge and skills:

Essential

2. On-site experience in the commercial/industrial area of the building industry as a project manager, contracts administrator or similar, or an equivalent combination of relevant experience and/or education/training.
3. Demonstrated ability to successfully manage multiple complex projects simultaneously.
4. Extensive experience in the management of projects designed by consultants and trade contractors and extensive experience in project management of multiple building projects simultaneously
5. Excellent communication, interpersonal, organisational, team and time management skills including excellent client management and liaison skills, preferably in a tertiary education environment.

6. Demonstrated ability in preparing project briefs on building works and translating to plans and scope of work specifications, budget estimates and programs
7. High level knowledge of Australian standards, building codes, OH&S standards and regulations and demonstrated experience in applying them to building projects.
8. High level computer skills in applications such as Microsoft Excel, Word and Project.
9. Excellent ability to classify risks associated with delivering building projects and assess contract EH&S plans and contract risk assessment documentation
10. Sound knowledge of industrial relations and dealings with building industry unions.

Desirable

11. Demonstrated understanding of the application of PRINCE2 project management methodology.

Other job related information:

1. Occasional out of hours work and travel to other University locations within Victoria may be required from time to time, dependent on project needs