

POSITION DESCRIPTION

Policy and Projects
Chancellery

Executive Director, Major Projects

POSITION NUMBER	0042736
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	Executive contract
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full-time (fixed-term) position 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	<p>Name Dr Julie Wells</p> <p>Tel +61 3 8344 2639</p> <p>Email julie.wells@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

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>

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

POLICY AND PROJECTS

Major Projects

The Major Projects team leads the University's strategic projects from the early idea stage through to project initiation. These are projects closely tied to University Strategy and often involving an investment of more than \$50 million, significant infrastructure development (physical and virtual), partnerships, curriculum reform, organisational change and/or new operating models. After project initiation, implementation is led by the University's project delivery arm, Project Services, with Major Projects maintaining an oversight and evaluation role.

ABOUT THE ROLE

Position Purpose:

The Executive Director, Major Projects leads the prioritisation and initiation of the University's full range of major projects. This includes approximately \$2 billion of infrastructure projects as well as major organisation transformation initiatives. The ED also is responsible for overseeing and reporting on progress during the delivery phase, and ensuring that learnings from post-implementation reviews are identified and disseminated.

The incumbent must retain visibility across all portfolios and the upcoming pipeline, and provide expert advice to the Vice Principal Policy and Projects and other University Executive members to ensure that projects selected for delivery support the Growing Esteem priorities, and provide effective leadership within the team to support effective work practices and staff development.

Reporting line: Vice-Principal, Policy and Projects

No. of direct reports: 5

No. of indirect reports: 8

Direct budget accountability: \$2 million

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: This role works across the University and in particular with Project Sponsors, Chancellery executives and University Services executives in relation to all major projects.

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:

- Lead the development of a suite of major projects from the ideas phase through feasibility planning and business case development to start-up and implementation
- Lead and manage the Major Projects team within the Chancellery
- Maintain strategic oversight of the major projects portfolio as a whole and provide advice to the University's senior executive on its alignment with University strategy and the prioritisation of individual projects and programs of work; while ensuring that the interface between projects and programmes are addressed.

- Provide strategic advice on the development, management and governance of the portfolio of major projects
- Represent the University to external partners and stakeholders in government, industry and community.
- Lead the interface with University Services and other Chancellery executives to ensure that project design and handover is appropriately managed.
- Ensure that the progress and strategic alignment of projects is effectively monitored and reported on during delivery, and lead the development and dissemination of post-implementation reviews.
- Develop, implement and oversee the adherence to University wide major project policy frameworks with a focus on best practice and on achieving planned outputs and defined benefits

Selection Criteria:

Education/Qualifications

1. The appointee will have: post graduate qualification in a relevant discipline or an equivalent mix of education and significant relevant experience

Knowledge and skills:

2. Extensive experience in strategic leadership, conceptualising and developing strategic business cases for complex, large-scale programs of work
3. Significant experience in the leadership and development of projects requiring or leading to significant organisational transformation
4. Significant experience in major construction and/or IT related projects
5. The demonstrated ability to translate strategy into tangible ideas and projects, including leading the planning, options development, feasibility assessment and business case development activity of projects with significant strategy, infrastructure and operational elements.
6. Demonstrated ability to manage the interface between complex and significant projects
7. High level business acumen including the ability to develop project procurement strategies, including philanthropy, government funding, and industry partnerships.
8. Demonstrated expertise in building and maintaining relationships with a wide range of senior stakeholders in a large and complex organisation and ability to operate in a highly complex matrix management structure
9. Excellent communication skills including writing and presentation skills for a variety of internal and external audiences, and in particular the ability to synthesise complex situations and make meaningful recommendations to senior executive audiences
10. Knowledge and understanding of the University's strategy and operational context, particularly as it relates to major projects (desirable)

Other job related information:

Occasional work outside of ordinary hours and travel required.