

POSITION DESCRIPTION

Senior Space Planner



Position Description Classification Approved	Date
Human Resources Branch	4 August 2017

POSITION DETAILS	
Position Title:	Senior Space Planner
Position Number:	20767
Classification:	HEO9
Faculty/Division:	University Operations
School/Branch:	Infrastructure – Strategic Portfolio Management
Reports to (position title):	Associate Director, Strategic Portfolio Management
Delegations:	N/A
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability May require some work out of standard hours and interstate travel.
Significant Working Relationships:	<ul style="list-style-type: none"> Infrastructure Director & Associate Directors Infrastructure Managers & Project Managers Faculty Executive Directors / Heads of Schools/ Faculty & School Managers Infrastructure Branch staff Tertiary Education Facilities Management Association Inc. (TEFMA) Building industry consultants Government Authorities

POSITION SUMMARY
<p>Strategic Portfolio Management is responsible for the development of the strategic approach to the management, planning and investment of the University's extensive and diverse property portfolio. In this context the position ensures that the University enjoys maximum benefits as a result of the continued and prioritised delivery of high-quality infrastructure projects and the efficient management and maintenance of its physical infrastructure and assets, which is a key to achieving excellence in teaching, learning and research.</p> <p>Working under broad direction the Senior Space Planner works as part of a team leading strategic planning within the University. The Senior Space Planner is responsible for developing strategic accommodation solutions for the University, for designated projects, providing advice on space issues, and contributing to strategic space planning policies and strategic frameworks.</p>

KEY RESPONSIBILITIES	
Develop strategic accommodation solutions for the University	<ul style="list-style-type: none">• Identify space issues and opportunities based on the University's strategic direction• Develop options/ solutions including analysis of need, benchmarking, change management and support for business cases in relation to specific projects• Present accommodation solutions to key stakeholders• Ensure compliance at early planning stage with University policy• Liaise with University wide and external stakeholders to address matters of strategic significance• Prepare executive papers and correspondence on behalf of the Associate Director, Strategic Portfolio Management• Undertake an assessment of space requests and the application of space guidelines, university masterplans and strategic plans to identify solutions

Manage space planning projects	<ul style="list-style-type: none"> • Establish and maintain register of portfolio projects • Contribute to projects in terms of functional brief, space budget, cost and programme • Ensure deliverables are structured around the provision of a project scope, preliminary project brief and are within time, cost and quality parameters • Identify and manage resourcing requirements including external consultants and funding • Ensure all projects comply with University space policies and overall University requirements • Prepare complex reports and correspondence for various stakeholders
Support strategic space planning policies and strategic framework	<ul style="list-style-type: none"> • Provide strategic advice in terms of current trends, financial implications, sector benchmarks etc. • Undertake high level research to identify emerging issues and develop solutions • Provide high level interpretation of space policy to University stakeholders.
Record Management	<ul style="list-style-type: none"> • Responsible for filing all invoices and other financial transaction documents into the Branch online filing system • Register Branch related documents through HPE Content Manager in consultation with the Senior Administration Officer as required.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- N/A

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.

SELECTION CRITERIA

Knowledge and Experience:

1. Demonstrated experience working to achieve the strategic direction of a large/ complex organisation including analysis of need, space policy and implementation
2. Expert knowledge of space planning methodologies, relevant legislation and industry trends
3. Demonstrated experience in strategic accommodation/space planning projects
4. Experience in managing stakeholders and consultants
5. An understanding of the space requirements of a major university or large/ complex organisation (desirable).

Qualification/s:

- Relevant tertiary qualifications and/ or an equivalent combination of relevant experience.

POSITION DESCRIPTION

Senior Space Planner



Position Description Classification Approved	Date
Human Resources Branch	3 August 2017

POSITION DETAILS	
Position Title:	Senior Space Planner
Position Number:	20769
Classification:	HEO9
Faculty/Division:	University Operations
School/Branch:	Infrastructure – Capital Projects Delivery
Reports to (position title):	Associate Director, Capital Projects Delivery
Delegations:	N/A
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability May require some work out of standard hours and interstate travel.
Significant Working Relationships:	<ul style="list-style-type: none"> Infrastructure Director & Associate Directors Infrastructure Managers & Project Officers Faculty Executive Directors / Heads of Schools/ Faculty & School Managers Infrastructure Branch staff Tertiary Education Facilities Management Association Inc. (TEFMA) Building industry consultants Government Authorities

POSITION SUMMARY
<p>Capital Projects Delivery is responsible for leading the successful delivery of the University's capital development plan, (with the exception of Major Projects), for an extensive and multi-disciplinary estate. In this context the position ensures that the University enjoys maximum benefits as a result of the continued and prioritised delivery of high-quality capital, minor and planned maintenance projects within the Infrastructure Investment Plan, which is a critical function as the physical environment with which a student engages is key to achieving excellence in teaching, learning and research.</p> <p>Capital Projects Delivery is responsible for delivering all capital works at the University Campuses in line with the University of Adelaide's Infrastructure Strategy 2013–2018.</p> <p>Working under broad direction the Senior Space Planner works as part of a team leading strategic planning within the University. The Senior Space Planner is responsible for developing strategic accommodation solutions for the University, for designated projects, providing advice on space issues, and contributing to strategic space planning policies and strategic frameworks.</p>

KEY RESPONSIBILITIES	
Develop strategic accommodation solutions for the University	<ul style="list-style-type: none"> Identify space issues and opportunities based on the University's strategic direction Develop options/ solutions including analysis of need, benchmarking, change management and support for business cases in relation to specific projects Present accommodation solutions to key stakeholders Ensure compliance during planning stage with University policy Liaise with University wide and external stakeholders to address matters of strategic significance Prepare executive papers and correspondence on behalf of the Associated Director, Capital Projects Delivery.

	<ul style="list-style-type: none"> Undertake an assessment of space requests and the application of space guidelines, university masterplans and strategic plans to identify solutions
Manage space planning projects	<ul style="list-style-type: none"> Establish and maintain register of portfolio projects Contribute to projects in terms of functional brief, space budget, cost and programme Ensure deliverables are structured around the provision of a project scope, project brief and are within time, cost and quality parameters. Identify and manage resourcing requirements including external consultants. Ensure all projects comply with University space policies and overall University requirements Prepare complex reports and correspondence for various levels of stakeholders.
Support strategic space planning policies and strategic framework	<ul style="list-style-type: none"> Provide strategic advice in terms of current trends, financial implications, sector benchmarks etc. Undertake high level research to identify emerging issues and develop solutions Provide high level interpretation of space policy to University stakeholders.
Record Management	<ul style="list-style-type: none"> Responsible for filing all invoices and other financial transaction documents into the Branch online filing system Register Branch related documents through HPE Content Manager in consultation with the Senior Administration Officer as required.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- N/A

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.

SELECTION CRITERIA

Knowledge and Experience:

- Demonstrated experience working to achieve the strategic direction of a large/ complex organisation including analysis of need, space policy and implementation
- Expert knowledge of space planning methodologies, relevant legislation and industry trends
- Demonstrated experience in strategic accommodation/space planning projects
- Experience in managing stakeholders and consultants
- An understanding of the space requirements of a major university or large/ complex organisation (desirable).

Qualification/s:

- Relevant tertiary qualifications and/ or an equivalent combination of relevant experience.

POSITION DESCRIPTION

Project Manager



Position Description Classification Approved	Date
Human Resources Branch	3 August 2017

POSITION DETAILS	
Position Title:	Project Manager
Position Number:	20771
Classification:	HEO9
Faculty/Division:	University Operations
School/Branch:	Infrastructure – Capital Projects Delivery
Reports to (position title):	Associate Director – Capital Projects Delivery
Delegations:	Relevant HR and Finance delegations for this role to be determined with the University delegations table.
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability Frequent work/meetings outside of standard hours may be required Some interstate travel may be required.
Significant Working Relationships:	<ul style="list-style-type: none"> Associate Directors and Managers within the Infrastructure Branch Project Managers and Project Officers Senior Financial Accountant, Procurement Services Faculty, School & Division Managers re capital works programs Contractors and Consultants

POSITION SUMMARY
<p>Capital Projects Delivery is responsible for leading the successful delivery of the University's capital development plan, (with the exception of Major Projects), for an extensive and multi-disciplinary estate. In this context the position ensures that the University enjoys maximum benefits as a result of the continued and prioritised delivery of high-quality capital, minor and planned maintenance projects within the Infrastructure Investment Plan, which is a critical function as the physical environment with which a student engages is key to achieving excellence in teaching, learning and research.</p> <p>Capital Projects Delivery is responsible for delivering all capital works at the University Campuses in line with the University of Adelaide's Infrastructure Strategy 2013–2018.</p> <p>Working under broad direction the Project Manager is responsible for project management, including elements of major projects into the University environment as well as minor works, in accordance with time, cost, quality and contracts and negotiating variations and matters in dispute.</p>
POSITION SUMMARY

KEY RESPONSIBILITIES	
Project Management	<ul style="list-style-type: none"> Manage the delivery of building projects including pre-design, documentation and negotiations with contractors Ensure that performance indicators for each project (specifically time, cost and quality) are tracked and achieved. Direct the activities and administer the contracts of external consultants and building contractors Liaise with, coordinate and take responsibility for providing direction to the various University Faculties and schools and other sections involved in the delivery of the projects Act as the University representative for managing a wide range of contract arrangements and satisfactorily resolve any contract dispute issues. As required, prepare the budget for the various assigned projects and keep informed as to the status of the project budget.

	<ul style="list-style-type: none"> • Prepare monthly project status reports as required for the Deputy Manager – Capital Projects, including identifying areas of concern and the project timetable. • Contribute to Divisional and University contracts management policies and procedures as required • Contribute to the updating of the university's Building Standards and the continuous improvement process for the delivery of projects to the University.
Contract Management	<ul style="list-style-type: none"> • Act as the University's representative for managing a wide range of contractual arrangements including: <ul style="list-style-type: none"> • Ensuring the contractors' obligations are met with respect to the procurement of projects, and • Negotiation the effective resolution of outstanding matters and any contract dispute issues • Contribute to Divisional and University contracts management policies and procedures as required.
Service Excellence	<ul style="list-style-type: none"> • Ensure that projects are delivered in accordance with client requirements and in line with approved policies, procedures and codes • Liaise with client representatives as required, to ensure satisfactory project outcomes.
Compliance and risk management	<ul style="list-style-type: none"> • Identify key risks for the area in relation to major and complex building projects responsible for and ensure that plans are in place to minimise the impact of such risks. • Assist the Manager with Disaster Recovery plans for the area including what is required in the event of a major incident.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- N/A

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.

SELECTION CRITERIA

Knowledge and Experience:

1. Demonstrated experience in project management and managing major and complex projects within the building and construction arena.
2. Extensive knowledge relating to the project management of major capital works projects.
3. Demonstrated commitment to a customer service culture
4. Demonstrated ability to manage sensitive matters at a senior level.
5. Demonstrated ability to effectively negotiate matters relating to contract disputes with consultants and contractors
6. Working knowledge of the legislation (including regulations and codes) relating to contracts management and capital works programs

Qualification/s:

- Relevant experience and expertise in relation to project management of work programs
- An appropriate tertiary qualification and experience working within the Built Environment professions.

POSITION DESCRIPTION

Project Officer



Position Description Classification Approved	Date
Human Resources Branch	3 August 2017

POSITION DETAILS	
Position Title:	Project Officer
Position Number:	20773
Classification:	HEO7
Faculty/Division:	University Operations
School/Branch:	Infrastructure – Capital Projects Delivery
Reports to (position title):	Associate Director – Capital Projects Delivery
Delegations:	N/A
Special Conditions:	<ul style="list-style-type: none"> Reasonable workplace adjustments will be made for people with a disability Frequent work/meetings outside of standard hours may be required Some interstate travel may be required.
Significant Working Relationships:	<ul style="list-style-type: none"> Associate Directors and Managers within the Infrastructure Branch Project Managers and Project Officers Senior Financial Accountant, Procurement Services Faculty, School & Division Managers re capital works programs Contractors and Consultants

POSITION SUMMARY
<p>Capital Projects Delivery is responsible for leading the successful delivery of the University's capital development plan, (with the exception of Major Projects), for an extensive and multi-disciplinary estate. In this context the position ensures that the University enjoys maximum benefits as a result of the continued and prioritised delivery of high-quality capital, minor and planned maintenance projects within the Infrastructure Investment Plan, which is a critical function as the physical environment with which a student engages is key to achieving excellence in teaching, learning and research.</p> <p>Capital Projects Delivery is responsible for delivering all capital works at the University Campuses in line with the University of Adelaide's Infrastructure Strategy 2013–2018.</p> <p>Working under limited direction the Project Officer is responsible for project management including elements of minor building projects into the University environment in accordance with time, cost, quality and contracts and negotiating variations and matters in dispute.</p>
POSITION SUMMARY

KEY RESPONSIBILITIES	
Project Management	<ul style="list-style-type: none"> Manage the delivery of minor building projects including pre-design, documentation and negotiations with contractors Ensure that performance indicators for each project (specifically time, cost and quality) are tracked and achieved. Direct the activities and administer the contracts of external consultants and building contractors Act as the University representative for managing a range of contract arrangements and satisfactorily resolve any contract dispute issues in association with the Associate Director. As required, prepare the budget for the various assigned projects and keep informed as to the status of the project budget. Prepare monthly project status reports as required for the Deputy Manager – Capital Projects, including identifying areas of concern and the project timetable.

	<ul style="list-style-type: none"> • Contribute to Divisional and University contracts management policies and procedures as required • Contribute to the updating of the university's Building Standards and the continuous improvement process for the delivery of projects to the University.
Service Excellence	<ul style="list-style-type: none"> • Ensure that projects are delivered in accordance with client requirements and in line with approved policies, procedures and codes • Liaise with client representatives as required, to ensure satisfactory project outcomes.
Compliance and risk management	<ul style="list-style-type: none"> • Identify key risks for the area in relation to building projects responsible for and ensure that plans are in place to minimise the impact of such risks. • Assist the Associate Director with Disaster Recovery plans for the area including what is required in the event of a major incident.
Other reasonable duties commensurate with classification level.	

PEOPLE MANAGEMENT RESPONSIBILITIES

- N/A

CAPABILITIES AND BEHAVIOURS

Use the Capability Dictionary at the link: <http://www.adelaide.edu.au/hr/docs/pdp-core-capability-dictionary.pdf> to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position.

UNIVERSITY EXPECTATIONS

Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University's Code of Conduct.

SELECTION CRITERIA

Knowledge and Experience:

1. Demonstrated experience in project management and managing projects within the building and construction arena.
2. Knowledge relating to the project management of capital works projects.
3. Demonstrated commitment to a customer service culture
4. Demonstrated ability to manage sensitive matters.
5. Ability to effectively negotiate matters relating to contract disputes with consultants and contractors
6. Working knowledge of the legislation (including regulations and codes) relating to contracts management and capital works programs

Qualification/s:

- Relevant experience and expertise in relation to project management of work programs
- An appropriate tertiary qualification and experience working within the Built Environment professions.