

# MANAGER, PROJECT MANAGEMENT AND DELIVERY

<b>SCHOOL/UNIT</b>	Facilities Management
<b>SUB-UNIT</b>	Project Development and Delivery
<b>CLASSIFICATION</b>	HEW Level 7
<b>WORK LOCATION</b>	Main Campus

## ORGANISATIONAL CONTEXT

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Monash University is a modern, global, research-intensive university, delivering education and research excellence in Australia and across the Indo-Pacific. We are making a positive impact on today's global challenges – whether by mitigating climate change, easing geopolitical insecurity or fostering healthy communities. Monash University is Australia's largest university and a member of the prestigious Group of Eight, a group of Australia's eight leading research universities. We have been consistently ranked among the world's top universities, at 42nd globally in the QS World University Rankings and 54th in the Times Higher Education World University Rankings in 2024, reflecting our strong commitment to academic and research excellence.

Monash University is a global university with four campuses in Australia and a campus in Malaysia and Indonesia. In India, Monash Research Academy is a postgraduate research and PhD training partnership with the Indian Institute of Technology Bombay, whilst Monash-Suzhou is a partnership between Monash University and Southeast University focused on world-class research and training in China. The Monash University Prato Centre meanwhile provides a European base for international research and education. Additionally, Monash has extensive international partnerships and study abroad programs with more than 100+ partner universities around the world.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected higher education institutions. We were awarded the prestigious "Berdaya Saing" (Competitive) status for the SETARA rating assessment by the Ministry of Higher Education Malaysia in 2022, cementing our position in the very top cohort of outstanding universities in the country. In the same year, we retained our five-star rating for research excellence from the Malaysia Research Assessment (MyRA).

We attract students from Malaysia and all over the world. More than 9,200 students representing approximately 72 nationalities are currently enrolled at Monash University Malaysia, and they enjoy a quality study experience supported by committed staff members. Since welcoming our first cohort of 417 students, we have graduated more than 26,500 students.

We pride ourselves in educational excellence, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science across seven schools. New courses in emerging areas, including artificial intelligence, data science, digital business and pharmaceutical science, expand our range of internationally-recognised degrees for a changing world. We invest in constantly upgrading our facilities to incorporate cutting-edge teaching and learning technology to enhance our students' and staff's experience.

In line with Monash University's strategic plan, Impact 2030, our research focuses on issues of national and global significance. We strive to formulate and implement solutions that could mitigate the effects of climate change, promote geopolitical security in the ASEAN region and improve health and wellbeing to enable communities to thrive. Our [research projects](#) and [researchers](#) are making long-term and sustainable impact across health, economics, policy, technology, the environment and society at large. We also offer a broad range of [world-class infrastructure and services](#) to support the needs of the research community and industry.

Our campus is located in Greater Kuala Lumpur, one of the region's industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research are oriented towards deep engagement with this dynamic socio-economic and industrial landscape.

Monash University Malaysia is committed to delivering quality education and research to address the global challenges of our time, and we have ambitious plans to reach our goals. Join us as we make a positive difference for the betterment of communities worldwide.

For further information, please visit [www.monash.edu.my](http://www.monash.edu.my).

## **Facilities Management**

The Facilities Management Unit is responsible for the management and development of the University's built-facilities (infrastructure and physical assets) as well as to provide strategic services that facilitate the University's core business operations (in alignment with the Campus Operational Plan). The Unit manages the planning and delivery of teaching and learning support, building maintenance, major and minor project works, space, food and beverage (F&B), cleaning, environment (including waste, recycling and landscape), fleet, mail and printing services.

The Unit also ensures high level of support services are provided to both staff and students in the upkeep and maintenance of the University's assets, to promote and foster a world class student experience, setting stage to a contemporary and sustainable learning and research environment at all the three locations of Monash University Malaysia (Main Campus in Sunway City, Clinical School in Johor Bahru and SEACO in Segamat).

## **POSITION PURPOSE**

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The Manager, Project Management and Delivery is responsible for leading and overseeing capital projects at Monash University Malaysia, from inception to completion, ensuring seamless execution of refurbishment, fit-outs, and reconfiguration projects across Monash University Malaysia campuses. This requires the Manager to uphold exemplary standards in project budget

management and cost control, meticulously plan resource allocation, monitor expenditures, and integrate green solutions to enhance sustainability across all projects.

The Manager proactively identifies and manages risks, implementing robust mitigation strategies to ensure smooth project progression and on-time completion within agreed quality and budget parameters. Through diligent monitoring and reporting, the Manager tracks project milestones, identifies areas for improvement, and advocates for process refinement to enhance project management practices continually. This includes fostering open communication and collaboration among project teams, contractors, and stakeholders to navigate challenges adeptly while maintaining alignment with project objectives.

Central to the role is the cultivation of a high-performance team, fostering collaboration, and empowering staff to deliver excellence, driving towards optimal project outcomes with stringent adherence to specifications, OHSE procedures, and statutory requirements.

Ultimately, the Manager, Project Management and Delivery, plays a pivotal role in advancing Monash University Malaysia's infrastructure objectives, contributing to the creation of vibrant, sustainable, and conducive campus environments for the university community.

**Reporting Line:** The position reports to Senior Manager, Program Excellence under broad direction.

**Supervisory Responsibilities:** This position provides general direction to 2 staff.

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## **KEY RESPONSIBILITIES**

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1. Lead the development and execution of activities related to the delivery of capital projects throughout its lifecycle, including project plans and estimates, scoping, feasibility studies and change requirements through to implementation and deployment management. This includes proactively providing reports regarding project milestones, deliverables, dependencies, risks and emerging issues.
2. Coordinate with relevant stakeholders, including consultants, clients and end users, to provide essential budgetary information for project planning, ensuring seamless incorporation of project specifications. Additionally, prepare comprehensive documents such as Bills of Quantity technical requirements and evaluate cost competitiveness to facilitate efficient planning and project requisition processes.
3. Manage the project sourcing and tendering processes by liaising and working collaboratively with the Procurement office, providing technical clarifications, advising on the selection of competent contractors for projects at Monash University Malaysia, and advocating the integration of green procurement practices.
4. Oversee project financial management by administering allocated budgets to ensure the effective utilisation of financial resources and compliance with campus policies and guidelines. This includes providing regular reports on project progress to stakeholders and actively monitoring and coordinating projects to ensure adherence to timelines and budget allocation.

5. Nurture and cultivate high-performance teams by driving a culture of continuous improvement that drives operational quality and developing an adaptable, capable, and resilient workforce capable of meeting current and emerging campus goals and needs. This includes leading project teams through all phases of a project and ensuring project works by internal staff and external contractors comply with specifications, OHSE procedures and statutory requirements.
6. Manage design planning and standards by overseeing all project designs from conception to delivery, including creating initial drawings, layouts, and budgets. Ensure designs meet Monash University Malaysia's standards and requirements for space planning.

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree in **Project Management, Architecture or Interior Design** with subsequent relevant experience; or
  - **Extensive experience** or broad knowledge in architecture, project management and project cost management or
  - An equivalent combination of relevant experience and/or education/training in the built environment, redevelopment, refurbishment, construction and property industries.

### Knowledge and Skills

2. Demonstrated excellent **organisational skills**, including the ability to set priorities, manage time and plan work to meet precise deadlines, exercising high levels of independence, judgement and initiative.
3. Demonstrated excellence in **executing accurate bills of quantities** according to the technical requirements and design specifications, and **knowledgeable in environmental legislation**, building codes, local authority submission, tendering and purchasing, and contractual processes.
4. Highly-developed **written and verbal communication skills**, including the ability to engage and interact with a diverse range of stakeholders and assess and negotiate positive outcomes from complex requirements and issues.
5. Demonstrated **excellence in leading and producing high-quality designs** that are contextually **responsive and promote a coherent campus environment**. Possess strong technical knowledge in design detailing, construction, and built environment, including best practices and regulations.
6. Command strong proficiencies in **3D Max, AutoCAD, SketchUp, and Adobe Photoshop/Illustrator** with well-developed skills in the use of digital technology, including platforms for collaboration and work management such as Microsoft Office, Google Suite and Asana.
7. Strong **analytical, conceptual and problem-solving skills**, including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions to complex requirements.

## **OTHER JOB RELATED INFORMATION**

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- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted.

## **LEGAL COMPLIANCE**

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.