

Position description

Position title:	Project Manager, Physical Works Projects
School/Section/VCO:	Facilities Services
Campus:	Mt Helen Campus Travel to and work at other campuses will be required.
Classification:	Within the HEW Level 8 range
Employment mode:	Fixed-term appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849160
Further information from:	Mr Andrew Segrott, Program Manager, Projects Telephone: (03) 5327 9959 E-mail: a.segrott@federation.edu.au
Position description approved by:	Mr Keith Caldwell, Director, Facilities Services

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: HR Business Partner

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Position Summary

The Project Manager, Physical Works Projects is responsible for developing and leading the implementation of physical infrastructure projects which support the core infrastructure of the University. The position will be responsible for key milestone reporting against the project plan to both internal and external stakeholders.

Travel between campuses and to other locations will be required.

Key Responsibilities

1. Analyse physical infrastructure requirements by:
 - researching and evaluating stakeholder and user needs, using structured methodologies;
 - defining project scope, goals and deliverables that support organisational goals and providing strategic advice to project sponsors, Senior Management and stakeholders on the suitability and demand for proposed physical works projects;
 - analysing, determining and securing resource requirements and budgetary needs for proposed and assigned projects; and
 - implementing and managing procurement processes for expressions of interest, requests for tender, submissions and recommendations for funding.
2. Apply the University's project management framework (based on PMBOK® standards) to physical works projects to:
 - develop and implement project charter and project management plan, including communication strategies, quality management plan and risk management plan;
 - determine, allocate and monitor financial, staffing, technical and infrastructure resources required to ensure successful progress against project schedules;
 - manage and monitor project progress and risk to minimise organisational exposure and risk by applying PMBOK® standards to identify project dependencies and critical path;
 - develop and implement project reporting mechanisms to ensure project progress and risks are identified at an organisation-wide level and that appropriate risk treatment plans are in place; and
 - influence stakeholder expectations on the delivery of successful projects, including minimising resistance to change which is the result of the delivered infrastructure.
3. Develop and implement a record of physical works projects by documenting, flowcharting, and recording an up-to-date record of project, development and implementation, which complies with quality assurance policies and audit requirements.
4. Develop and implement project transition plans that enable the organisation to apply best practice standards to the ongoing maintenance and support of the delivered project and achieve expected return on investment.
5. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

6. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of Supervision and Responsibility

The Project Manager, Physical Works Projects will report to the Program Manager, Projects, and be required to work with a large degree of autonomy. In addition the position will have a functional reporting line to the Director, Facilities Services.

The Project Manager, Physical Works Projects is responsible for developing and implementing the project management of the University's physical infrastructure projects. The position will be required to provide strategic advice and support to the Director, Facilities Services and Program Manager Projects on the suitability of proposed physical works projects to achieve University-wide physical infrastructure strategic objectives.

The Project Manager, Physical Works Projects is required to exercise independent judgment in the development and implementation of physical infrastructure projects. The position will be required to make recommendations to Project Steering Committees and senior managers on the progress of projects, project risks and impacts to the organisation, including the cancellation of projects which are out of scope, too costly or expose the organisation to unmanageable risk. The position will be directly accountable for delivering projects on time, within budget and meeting the agreed expectations of stakeholders.

The Project Manager, Physical Works Projects will have an in-depth knowledge of PMBOK® project management standards and an understanding of the technical issues that are critical for success in relation to construction projects in a complex environment. Professional technical knowledge and keeping abreast of latest physical infrastructure trends and industry best practice will be essential. Further, the position will be required to develop a comprehensive understanding of University infrastructure and make recommendations for refurbishment for greater efficiency and effectiveness. The position must be able to make recommendations to senior management and project stakeholders regarding the impact that new technologies will have on established business functions and if these will provide a return on investment to the organisation.

The Project Manager, Physical Works Projects will be responsible for the allocation and management of project resources (time, budget and Human Resources), including but not limited to project staff resources of 5 to 10 and project budgets starting from \$500,000.

Training and Qualifications

Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/ or education/training.

A formal qualification in project management would be advantageous.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT)

Position/Organisational Relationships

The Project Manager, Physical Works Projects will work under the broad direction of the Program Manager, Projects and will work closely with the Director, Facilities Services. The position will liaise with stakeholders across the University, including both current and potential infrastructure users, external consultants and contractors.

The Project Manager, Physical Works Projects will work collaboratively with all staff within Facilities Services and is also responsible for maintaining close working relationships with other units and stakeholders within the University to ensure an integrated approach to the achievement of the project objectives. The position will be expected to manage outcomes which are satisfactory to stakeholders and deliverable within project scope, budget and time frames.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/ or education/training.

A formal qualification in project management would be advantageous.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working with Children Check (WWCC) or hold a current registration with the Victorian Institute of Teaching (VIT)

2. Comprehensive knowledge of PMBOK® standards including demonstrated experience in applying the PMBOK® standards to construction projects, from initial submission to post completion review and evaluation.
3. Extensive expertise and demonstrable methodical approach in the management of construction projects, including experience in procurement, contract management, change management, resource management, quality management and risk mitigation and treatment.
4. Detailed understanding of the requirements for Public Construction including relevant ministerial directions regarding procurement and industry participation and applicable policies procedures and guidelines.
5. Demonstrated ability to provide strategic advice and support on design solutions, including procedures and technical issues to a broad audience (e.g. Steering Committee members, business sponsors, middle managers, and system users).
6. Demonstrated ability to manage concurrent complex tasks, shifting priorities and timelines through strong analytical and problem-solving capabilities.

7. Demonstrated outstanding interpersonal and communication skills and the ability to work well with all levels of management and personnel to achieve goals, including the ability to work independently and in a team-oriented, collaborative environment.
8. Demonstrated working knowledge and application of the Child Safety Standards.
9. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.