



**Australian
National
University**

Position Description

College/Division:	Facilities and Services Division
Faculty/School/Centre:	Infrastructure and Planning
Department/Unit:	Campus Capital Works
Position Title:	Senior Project Manager
Classification:	Senior Manager 2
Position No:	
Responsible to:	Associate Director, Infrastructure and Planning
Number of positions that report to this role:	5-6
Delegation(s) Assigned:	To be confirmed

PURPOSE STATEMENT:

The charter of the Division of Facilities and Services (F&S) is to 'enable academic excellence at the ANU through integrated and innovative facilities and project delivery'. The three key portfolios within the Division are Infrastructure & Planning, Operations, and Corporate

The Infrastructure and Planning Portfolio has the responsibility for planning and delivering projects for the University, including but not limited to major capital works projects. The Senior Project Manager provides strategic direction; expertise and leadership in the delivery, management and coordination of major projects within the Projects Unit, ensuring projects are delivered on budget; within agreed timeframes; in accordance with appropriate governance, controls and quality assurance; and achieving the strategic and operational objectives of the University.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Reporting to the Associate Director – Infrastructure and Planning, the Senior Project Manager will lead the conception, implementation and review of project and procurement strategies for effective project planning and delivery. They will provide leadership and strategic direction within the Infrastructure and Planning Portfolio and manage a team to ensure planning, management, coordination and delivery of capital works projects is achieved.

The Senior Project Manager will build and maintain strong collaborative partnerships with stakeholders across the University and external stakeholder such as Commonwealth, State and Territory regulatory bodies and contracted service providers. They will establish a culture of service and partnership that is productive and constructive to achieve the strategic and operational goals.

Role Statement:

Under broad direction the Senior Project Manager will:

1. Manage the planning and coordination of projects, ensuring delivery of major projects on budget, within agreed timeframes, ensuring strict compliance with details and specifications and conditions including but not limited to the Contract, building codes and Statutory Regulations.
2. Provide specialist and authoritative advice for capital works projects, including but not limited to design, project planning and development, governance, regulatory approvals, quality assurance, documentation, cost estimation and budget planning and controls. This will include representing the University at meetings with stakeholders involved in capital works projects including but not limited to

the National Capital Authority (NCA) and other regulators, client groups, user coordinators, project control groups, consultants, builders and contractors

3. Lead and manage team of Project Managers and Project Officers responsible for planning, managing, coordinating and delivering on capital works projects.
4. Lead and successfully negotiation complex contracts and manage delivery of all contractual obligations and governance.
5. Provide strategic advice and analysis to the University Executive, F&S Director, College Deans, General Managers and other Service Divisions on project delivery and governance, including analysis, benchmarking data, benefits realisation and customer experience insights to underpin informed decision making.
6. Develop and implement quality assurance systems, ensuring that all project documentation consistently meet quality standards and expectations. Lead and coordinate delivery of quality assurance and risk mitigation practices across project/portfolio operations that align with the University's risk management strategy.
7. Lead the enhancement and maintenance of project documentation and presentation materials for reporting, budgeting, performance and auditing purposes, inclusive of summary dashboards and detailed reports against pre-defined key performance indicators.
8. Identify and optimise project related resources including procurement of resources if necessary, both financial and human, through the application of effective capacity and resource management models.
9. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
10. Perform other duties and required, consistent with the classification level of the position and in line with the principle of multiskilling

SELECTION CRITERIA:

1. Postgraduate qualifications (or equivalent) in a relevant discipline related to capital works projects, construction and project management and proven extensive experience in the management of significant capital works projects or an equivalent combination of experience and education/training. Accreditation in MSP, Prince2, P3O, PMBOK or equivalent will be highly regarded.
2. Extensive proven experience leading the planning, development, management and delivery of major construction and capital works a similar complex environment. As a guide, these major capital works projects would be valued in excess of \$50m.
3. Experience and expertise in the provision of strategic advice and planning, including sophisticated analytical, problem-solving and decision-making skills, high-level negotiation and organisational skills and the ability to engage and influence stakeholders and resolve difficult situations.
4. Demonstrated high-level written and oral communication skills, including the preparation and analysis of briefs, specifications and tender documentation for major buildings and engineering works and demonstrated ability to write clear and concise reports.
5. Demonstrated ability to exercise initiative and flexibility, embrace and lead change, learn, contribute new ideas, and thereby contribute to innovation and process improvement within the organisation.
6. Demonstrated leadership and people management skills in a culturally diverse environment, with a demonstrated ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives on budget in a timely manner
7. A demonstrated high level of understanding of equal opportunity principles and a commitment to the application of EO policies in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:

[General Staff Classification Descriptors](#)

