

Senior Project Manager/Project Manager

College/Division	Division of the Chief Operating Officer
School/Section	Infrastructure Services and Development (ISD)
Location	Hobart
Classification	HEO 10/Senior Manager
Reporting line	Reports to Director Capital Works Planning and Delivery

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The Senior Project Manager or Project Manager will be a member of the Capital Works team that is responsible for delivering statewide capital projects, asset refurbishment and restoration works for the University. These positions take responsibility for selected major capital works projects (>\$40m) to be delivered under the University's planned program of works. The Senior Project Manager or Project Manager will ensure projects are well planned, documented, delivered and supervised to ensure outcomes (including time, cost, quality and safety) meet the needs of the University and key stakeholder groups.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Manage consultants and contractors to design and deliver major capital works projects ensuring compliance with University design requirements, project management processes, procurement, audit and whole-of-life asset management requirements and University policies and procedures.
- Effectively manage client and stakeholder relationships and provide expert advice in the areas of capital works design and delivery, quantity surveying, Workplace Health and Safety and other related areas.
- Ensure compliance with all relevant legislative instruments, standards and/or codes, thereby minimising risk to the University.
- Ensure that capital projects meet all University stakeholder requirements and budget, whole-of-life asset management and sustainability objectives.
- Provide accurate project related status, financial and associated documents and reports in a timely manner as required.
- Perform responsibilities in a professional manner, upholding the University's values. Work to maintain and develop the ISD Capital Works team's role as a trusted advisor relating to capital works matters. Contribute to the ongoing improvement of policies, procedures and practices and the skills development of the Capital Works team.
- Undertake other duties as assigned by the Director.



What We're Looking For (success criteria)

- Tertiary qualifications and extensive experience in a relevant field such as engineering, construction, Infrastructure Management or equivalent.
- Highly developed planning and organisational skills together with the capacity to lead and manage the use and allocation of human and financial resources in a results-oriented environment.
- Extensive experience and a proven record of commercial project delivery in the construction environment and in leading multi-disciplinary teams involved in the procurement and delivery of major complex building projects or capital works programs.
- Demonstrated high level influencing, negotiation, consultation, and conflict resolution skills supported by high levels of business acumen and a focus on providing best practice commercial outcomes.
- Excellent written communication skills, including the ability to prepare recommendations, submissions, reports and briefing papers.
- Sound knowledge of workplace health and safety, equal opportunity and equity principles and demonstrated ability to implement these principles.
- Extensive experience in leading through exemplary behaviours and actions that align with organisational values is highly desirable.

Other position requirements (*delete those not applicable*)

- Regular intrastate travel.
- Current 'C' class driver's licence.
- Valid working rights in Australia

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

