

|  |
| --- |
| **Position Description** |

|  |  |
| --- | --- |
| **Regional Senior Project Manager** | |
|  |  |
| **Position No:** | TBA |
| **Department:** | Vice President (Strategy & Development) |
| **School:** | Infrastructure & Operations |
| **Campus/Location:** | Bendigo Campus |
| **Classification:** | HEO10 |
| **Employment Type:** | Fixed Term |
| **Position Supervisor:**  **Number:** | Project Director  50134886 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits> |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

http://latrobe.edu.au/io

**For enquiries only contact:**

Director, Project Design & Delivery TEL: 9479 2081 Email: o.warlond@latrobe.edu.au

|  |
| --- |
| **Position Description** |

**Regional Senior Project Manager**

**Position Context**

The Regional Senior Project Manager is responsible for leading and managing the formation, design and delivery of Regional Projects across the suite Project types (Major Projects, Capital Works Projects, Minor Works Projects & Operational and Maintenance Projects) that contribute to the I&O Capital Plan Works Program. The Senior Project Manager will be required to work both autonomously & in collaboration with their Line Manager on planning, development and management of University assets to meet and support the changing needs of the University’s core activities.

The Regional Senior Project Manager will also be responsible for supporting the Director, Project Design and Delivery in developing and implementing continuous improvements and best practice within the capital projects area, aligned to University and Industry standards and policy. The position works closely with other members of the Infrastructure & Operations to deliver initiatives that address day to day needs and strategic requirements of the University.

The position will be based in the Bendigo I&O office on the Bendigo Campus to centrally service the other Regional Campuses and have access to the Bundoora Campus.

The Regional Senior Project Manager will also be responsible for mentoring and providing leadership to those team members whom the Regional Senior Project Manager is their Direct Line Manager.

This role will also actively participate in driving outcomes with a focus on customer service, speed of delivery and fit for purpose solutions.

**KEY AREAS OF ACCOUNTABILITIES**

* Be actively engaged in delivering key projects for the rolling three year I&O Capital Plan. Manage Projects from Feasibility and Inception to developing a holistic strategy around procurement & delivery through to the completion of Defects Liability Phase.
* Provide effective leadership on assigned projects. The role is to provide effective project management and resourcing of all phases of project delivery (briefing, feasibility, cost control, programming, design, OH&S, environmental, risk, documentation, construction and commissioning) for all approved projects to meet time and cost targets established by the I&O Capital Plan.
* Responsible for ensuring all facilities achieve statutory and regulatory compliance and meet the functional, quality and performance standards defined in the relevant project brief, University Design Standards and any other approved policy documents to contribute to the continuous improvement of University facilities.
* Contribute to the updating of policies and procedures to deliver all projects in accordance with the Code of Practice for the Building and Construction Industry, current University policies and procedures and relevant Government policies and procedures to achieve construction industry best practice.
* Ensure that all projects that the Regional Senior Project Manager is responsible for are delivered with a high emphasis on customer service and safety, recognising the need to reconcile at times competing priorities of individual client requirements and University-wide interests.
* Regularly liaise with the Space Planners & Senior Project Manager - Capital Programmer to ensure that Project Description & Project Brief requirements remain relevant and continue to align with broad Space Planning strategies currently in place at the time of commencing the Project.
* Provide operational and functional advice on all aspects associated with the delivery of the capital projects and programme to their Line Manager. Specifically, this includes accountability for advice and regarding the project costing, programming, adherence to the design standards, tendering, contracts and construction.
* Manage complex multi-stakeholder relationships and effectively negotiate and influence stakeholders with competing priorities and views.
* Commits to achieving key outcomes for the Division and University by demonstrating personal drive, focus and energy.
* Be the designated point of authority for all relative project matters and to assist the University in taking a proactive approach in assisting to secure government grants for capital and infrastructure purposes where applicable.
* Lead the Project Team for creation and delivery of projects the Regional Senior Project Manager is responsible for.
* Responsible for assessing and approving invoices for all consultants and contractors involved with allocated projects.
* Establishing and maintaining the job folder in accordance with the Unit’s standard information management policies and procedures.
* Ensure a safe and healthy workplace, environment and community by modelling and promoting practices in accordance with LTU Sustainability frameworks, OH&S policy/procedures and relevant legislation.
* Operate commercially in a highly fluid environment where policies and projects are continually evolving.
* Minimise the financial, technical, legal, safety and time-related risks associated with commercial projects.
* Oversee & review the ongoing development and refinement of the sections of the Project Procedures Manual the Regional Senior Project Manager is responsible for.
* Any other duties assigned by the Director, Project Design & Delivery, Infrastructure & Operations.

**Key Selection Criteria may include:**

* A tertiary qualification with at least 8 years subsequent relevant experience in a Design Office of an architectural, interior design, engineering, construction management or facilities management practice/organisation.
* An outstanding track record of successfully delivering Major & Capital Works projects.
* Demonstrated knowledge of Faculty and Departmental structures, and academic and research programmes, within an educational environment.
* Working knowledge of Building Codes & Regulations.
* Demonstrated ability to classify the risk assessment of a diverse range of projects with high commercial impact and assess contract EH&S plans and contract risk assessment documentation.
* Comprehensive customer service, interpersonal, organisation, team and time management skills.
* Comprehensive communication and relationship building skills.
* Demonstrated strategic, tactical and negotiation skills in relation to maximising the benefit delivered to the University and minimising the associated risk.
* Demonstrated organizational skills with the ability to prioritise tasks and meet competing deadlines.

**Compliance Requirements**

**Essential**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working with Children Check;
* hold, or be willing to undertake and pass, a Construction Industry White Card; AND
* have sound computer skills with advanced knowledge of MS Word, Excel, PowerPoint and the internet.

**Position Flexibility**

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: