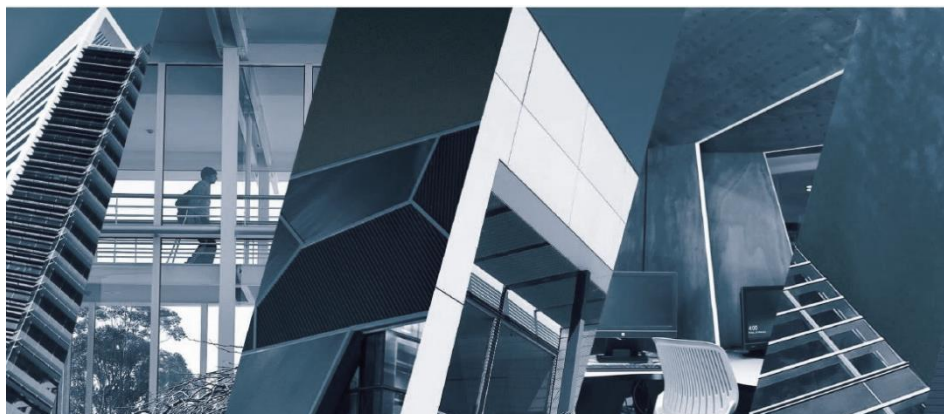


Position Description



Position title:	Project Manager, Physical Works Projects
School/Directorate/VCO:	Property and Infrastructure
Campus:	Mt Helen or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Matthew Dent, Program Manager, Property and Infrastructure Telephone: (03) 5327 76581 Email: m.dent@federation.edu.au
Recruitment number:	852076

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 guiding and developing projects from loosely defined concepts through design and overseeing delivery of a wide range of capital works delivery. The role may be expected to manage a wide range of projects and stakeholders, with unique and interesting opportunities seldom found in other sectors. As part of a small team the position also has substantial opportunity to influence, develop and optimise process.

Flexible work locations are generally supported, however attendance to site and travel between campuses and to other locations will be required.

Portfolio

Federation University's Property and Infrastructure Directorate (P&I) is committed to assisting the University to achieve its strategic goals of becoming a popular student destination; offering a high-quality student experience; making a positive impact; being a workplace of choice and being an efficient organisation.

The Directorate primarily supports these goals through the delivery of services to support, maintain, improve and further develop a diverse range of physical infrastructure assets located across regional western and eastern Victoria, Melbourne, Brisbane and NSW and includes major sites within Ballarat, Horsham, Berwick and Gippsland.

The University asset portfolio varies in use from academic, research, commercial tenancies and accommodation facilities and includes over 300 buildings, with a combined gross floor area of 274,000 square meters. These assets range in age from a few years to over 150 years.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

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 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;
 - 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 strategic plan, and operational purpose, priorities, and goals.

6. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code 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, Property and Infrastructure.

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 Associate Director, Asset 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 project management skills, tools and 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) under the guidance of project governance structures.

Position and 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, Property and Infrastructure. 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 Property and Infrastructure 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:

Training and qualifications

1. Completion of:
 - Graduate/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.

Experience, knowledge and attributes

2. Comprehensive knowledge of project management including demonstrated experience in applying relevant skills, knowledge and 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 alignment with the University's commitment to child safety.

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

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.