

## Position Description

# Minor Works Project Manager

*Position Number:*  
*Position Title: Minor Works Project Manager*  
*Date Written: September 2017*

*Faculty / Division: Finance & Operations*  
*School / Unit: Estate Management*  
*Position Level: 7*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.



Values in Action  
Our UNSW Behaviours



Builds  
Collaboration



Embraces  
Diversity



Displays  
Respect



Demonstrates  
Excellence



Drives  
Innovation

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

Estate Management (EM) provides a range of services and advice to all Faculties and Divisions on all campuses (excluding Canberra). It does this by providing campus planning, infrastructure planning, development, construction, refurbishment, maintenance and environmental management. EM also provides a wide range of logistic and associated services to ensure a safe and secure campus environment.

Website: <http://www.facilities.unsw.edu.au/>

The Minor Works Project Manager is responsible for managing the design, planning, procurement and delivery of Minor Works Projects for facilities management, building maintenance, building services, repairs and improvements across a complex and diverse portfolio, including a large number of technical installations, research laboratories and integrated building services. This position is responsible for the effective delivery of Minor Works Projects working as part of an integrated team of experienced building and facilities managers. The role is required to effectively engage and coordinate with internal and external stakeholders to ensure the minor projects are completed in accordance with the approved brief, budget and program.

The position works closely with Estate Management, Facilities Management and Building Management team members including the Contract Manager, the Engineering Operations Manager, the Energy Manager and the Computerised Maintenance Management systems administrator. The position has regular contact with internal stakeholders including University senior executives, managers, Academic staff, professional & technical staff (Faculties, Schools, Divisions, Facilities Management, Finance & Operations, and University Services). The position has regular contact with external stakeholders including contract service providers, suppliers, consultants, building contractors and sub-contractors and project partners.

The role of Minor Works Project Manager reports to the Assistant Manager, Building Maintenance and Management and has nil direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Liaise with the Estate Management and Facilities Management teams throughout the design, tender, delivery and handover phases to ensure projects are best practice, fit for purpose, efficient, consistent quality and delivered with minimal stakeholder disruption.
- Identify and articulate projects, to enable assembly of multi-disciplinary consultant teams and to manage project funding and reporting.
- Manage the design, tender and delivery phases of projects, including contract management of projects to ensure these projects are delivered in accordance with the approved brief, on time and within budget.
- Provide stakeholder management and project leadership, ensuring appropriate consultation and buy-in throughout design and delivery phases of the project.
- Provide leadership to project staff, project consultants, and design & documentation consultants and, through them manage the delivery contractors, to meet agreed project objectives.
- Provide advice and reporting to the Assistant Manager, Building Maintenance and Management on all relevant project matters; ensure that project issues are resolved and that agreed actions and desired outcomes are communicated appropriately.
- Actively participate in project work groups and committees involving clients/stakeholders, consultants, contractors and staff to achieve effective project co-ordination.
- Apply appropriate UNSW and EM project policies and procedures in the co-ordination, execution and review of allocated projects to ensure public accountability.

- Monitor and report on the performance of consultants and contractors to achieve continuous improvement in project delivery.
- Provide detailed, accurate and consistent project and financial reports/information to support the Associate Director, Property Management and EM Senior Management in achieving EM objectives.
- Carry out post-occupancy evaluations at the end of project to ensure build quality and fitness for purpose.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or

## SELECTION CRITERIA

- Degree in Building/Project Management or related discipline and/ or demonstrated experience in managing projects in a complex and diverse building environment.
- Demonstrated knowledge of and experience in planning and project management work with strict time/budget constraints, particularly within a major corporate or institutional environment.
- Knowledge of and experience in contract administration, resulting in the ability to form concise judgments concerning contract variations, time claims, contractor performance and related issues.
- Outstanding organisational skills and demonstrated ability to define and manage project timelines, actions and critical paths to keep projects moving forward productively and efficiently.
- Demonstrated high level communication, negotiation and issue resolution skills.
- Demonstrated high level contract documentation, reporting and analysis skills.
- Financial management experience including budget and project management.
- Proficiency in relevant computer applications applicable to the planning, reporting and delivery of development projects.
- Knowledge of equal opportunity principles
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

## Desirable

- Demonstrated previous experience in a tertiary education environment

*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.*