



Position Description

Senior Project Officer, Campus & Space Planning

Campus Development

Division of Facilities Management

Classification	Level 8
Delegation band	Delegations and Authorisations Policy (see Section 3)
Special conditions	Flexibility to work additional hours as required
Workplace agreement	Charles Sturt University Enterprise Agreement
Date last reviewed	September 2021



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	<ul style="list-style-type: none">• Commencing progress rate• Student experience
Our Research	<ul style="list-style-type: none">• Research income• Research quality and impact
Our People	<ul style="list-style-type: none">• All injury frequency rate• Engagement
Our Social Responsibility	<ul style="list-style-type: none">• Underlying operating result• Community and partner sentiment



Division of Facilities Management

The Division of Facilities Management (DFM) forms part of the Chief Operating Officer (COO) portfolio and is led by the Chief Financial Officer (CFO), which includes the following Divisions:

- Division of Finance
- Division of Facilities Management

The Division of Facilities Management is responsible for developing and maintaining campuses and specialist centres of the University.

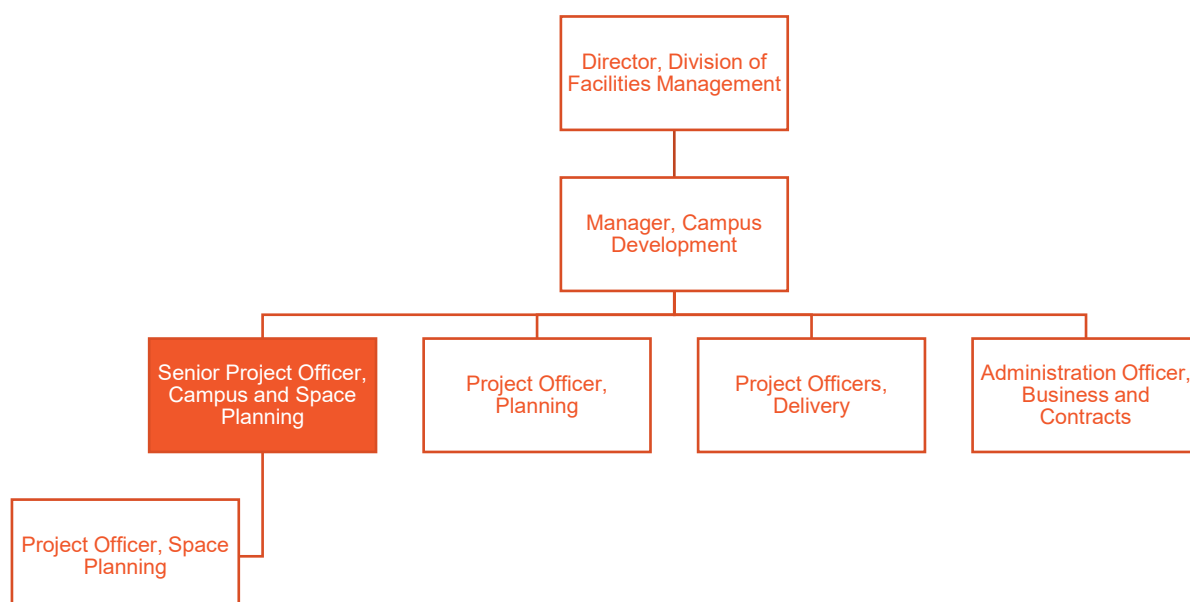
The Division is responsible for the planning, design and construction of new buildings, refurbishments and maintenance of existing buildings, cleaning, development and maintenance of grounds and the provision of security services.

The Division of Facilities Management consists of five functional sections under the control of the Director:

- Campus Development
- Operational Services
- Commercial Property and Leasing
- Facilities Business and Finance
- Sustainability at Charles Sturt

The Division of Facilities Management will be integral to the University's strategic planning process and provide effective stewardship of campus facilities by ensuring all resources are effectively and efficiently focused towards supporting our students and staff in their pursuit of academic excellence.

Organisational chart





Reporting relationship

This position reports to: Manager, Campus Development

This position supervises: Project Officer, Space Planning

Key working relationships

- Campus Development Manager
- Director, Facilities Management
- Campus Development Project Officers
- Property and Lease Manager
- Campus Facilities Managers
- Faculty & School Managers
- Divisional Managers

Position overview

The Senior Project Officer, Campus and Space Planning collaborates with the Division of Facilities Management and a broad stakeholder group to inform strategic space use driven through planning methodologies and analytics. The role operates across a broad remit focusing on the development of campus master plans through to space planning within the built environment. The role is key in the development of University policy and frameworks focusing on driving the effective planning and use of the space focusing on innovative approaches to inform the direction of the built environment that supports student and staff experience, long-term operational efficiency, and resilience.



Principal responsibilities

- Facilitate the scoping, procurement, and delivery of strategic campus masterplans with consideration of the university vision, values and strategy, growth and development, campus environments, regional communities, and sustainability.
- Interface with stakeholders through planning workshops and charrettes to develop new scenarios for space solutions across various space-asset categories to manage growth, organisational change, and desired space changes.
- Manage and maintain enterprise spatial data with specific focus on the built environment, workspace occupancy and learning and teaching space utilisation.
- Undertake tactical and strategic space audits; develop supply and demand analytics, project concepts, stack and block plans, migration strategies and prepare final executive level documents for stakeholder endorsement.
- Organise data analytics and solutions into report and presentation formats for stakeholder delivery including strategic insights, option comparison, benefits and risks and business impact.
- Research, identify and analyse industry trends and draw upon space planning benchmarks to advise and enable best practice management of space utilisation across the university, including reviewing and maintaining appropriate use of facilities and spaces.
- Deliver workplace model standards; recommend new standards and advise on continued improvements to University workplace design and policy, including supporting sustainable delivery.
- Actively contribute to the development, management, and implementation of the university capital plan through project initiation, participation, and leadership.
- Ensure activities are compliant and aligned with operational and strategic objectives, and all University and statutory requirements and frameworks.



Role-specific capabilities

Innovative	With creativity at our core, be open to new ideas and seek to find better ways.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Apply expertise and technology	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.
Present and communicate information	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
Write and report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
Analyse	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. A relevant degree with substantial extension of the theories and principles, normally requiring at least eight years relevant graduate experience; or a range of management experience; or postgraduate qualifications with relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. High level relationship management skills, and demonstrated ability to initiate, develop and maintain effective relationships with stakeholders, both internal and external to the organisation.
- C. Proven understanding and working knowledge of campus planning, space management and built asset functionality.
- D. Demonstrated proactive approach to the identification, research, analysis, and evaluation of opportunities that have the potential to drive change, improve the performance and benefit the broader university.
- E. Strong technical proficiency and experience in the use of CAFM software or space management systems along with AutoCAD.

