

Position Description

Senior Manager, Project Delivery



Faculty/Portfolio	Major Projects Delivery, Regional
School/Centre	Infrastructure and Property Group
Basis of Employment	Full-time (36.75 hours per week) and fixed term
Primary Location of Work	Geelong Waurin Ponds Campus
Classification	HEW 10
Reporting Line	General Manager, Major Projects Delivery - Regional

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[Major Projects Delivery, Regional](#)

[Infrastructure and Property Group](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

Due to the significant growth in infrastructure development required at Deakin, the Infrastructure and Property Group's capital plan has increased to over \$750m in value over the next 5 years with significant growth in major interrelated building, civil, sustainability and services infrastructure projects at our Geelong Waurin Ponds Campus. The Senior Manager, Project Delivery will have responsibility for technical and people leadership of a team of professionals in the Major Projects Delivery, Regional group focussed on the delivery of an integrated programme of works including civil and services infrastructure, sustainability projects, specialist buildings for commercial partnerships within the Geelong Future Economy Precinct and other major projects.

Working closely with the General Manager, Major Projects Delivery, Regional and other Leadership Team members within the Infrastructure and Property Group the Senior Manager, Project Delivery will be responsible for high level technical and project management input into the translation of planned infrastructure and building project needs into deliverable project briefs including initial detailed investigation and scoping of planned projects, providing informed and accurate project delivery advice, detailed technical, financial and project methodology inputs to the business case and ultimately take responsibility for the delivery of a portfolio of approved projects. The Senior Manager, Project Delivery will also have leadership and staff management responsibilities for allocated Project Managers, Project Officers and Project administrative staff in line with project requirements.

Key Relationships:

Internal	They will build and maintain relationships across the University, particularly with: <ul style="list-style-type: none">• Project managers and project staff• Communications and Engagement Coordinators• Change management teams• End user stakeholders• Enterprise Portfolio Financial Services Staff• Deakin Portfolio Board in relation to funding bids and reporting• University Solicitor's Office in dealing with legal issues in relation to Major Projects Delivery, Regional• Infrastructure and Property Group Leadership Team• Organisational Sustainability Team
External	The incumbent will liaise with representatives from other universities and industry organisations including external consultants and contractors in relation to contracts and procurement of services

PRIMARY RESPONSIBILITIES

- In consultation with Infrastructure and Property Group Leadership Team members, develop a detailed staged programme of interrelated civil, sustainability and services infrastructure and building projects to support the planned growth of the University particularly at the Waurin Ponds and Waterfront Campuses.
- Manage the delivery of a staged programme of interrelated civil, sustainability and services infrastructure and building projects from approved Business Case to operational readiness including the management of associated project budgets ensuring projects are developed and delivered effectively and efficiently and within approved financial parameters.
- In partnership with the Organisational Sustainability Team, ensure all projects carefully consider Deakin's obligations and sustainability targets and contribute positively towards achieving these.
- Work with the Infrastructure and Property Group Leadership Team to assist to identify and forecast future civil and services infrastructure requirements and to continue the staged implementation of planned civil, infrastructure and serviced expansion projects ensuring future Project is not impeded.

- Provide high level technical and project delivery inputs to comprehensive funding bids and business cases to present to the Deakin Portfolio Board (DPO) to achieve capital works projects fundamental to support the University's core business.
- Ensure the timely and effective implementation and delivery of civil, sustainability, services infrastructure and building projects in accordance with project parameters as approved in the business case.
- Lead, manage and mentor Project Managers and Project staff:
 - in the management of End Users and Stakeholders working closely with the Communications and Change Management Teams.
 - in the successful implementation of planned project delivery methodologies and strategies providing detailed technical advice to assist in problem solving.
- Lead, manage and provide guidance to Project Managers and Project staff:
 - in the selection, procurement, engagement and management of design consultants and other service providers to ensure that project requirements are concisely and accurately documented in accordance with business case parameters and industry best practice.
 - in the selection, procurement, engagement and management of contractors to ensure that projects are constructed in accordance with project documentation in accordance with business case parameters and industry best practice.
 - to ensure that consultants and contractors fully discharge all of their contracted obligations in accordance with the contract.
- Ensure that the planning of construction works are undertaken around the University's operational requirements, such as Trimester breaks, exams and open days to minimise disruption to the University's core business.
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- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- A Post Graduate qualification in a construction related discipline (Engineering, Quantity Surveying or Project / Project Management, or
A combination of a Graduate qualification in a construction related discipline (Engineering, Quantity Surveying or Project / Project Management) and extensive, relevant leadership experience in a similar client side environment
- Demonstrated ability to manage complex programmes of work, concurrent projects and a diverse portfolio of projects that extends across project phases from strategic planning to project delivery.
- Extensive and current working knowledge of the construction industry with significant recent experience at a senior level in project / project management or commercial construction.
- Demonstrated ability to determine and implement interrelated project delivery strategies with in depth working knowledge of current industry procurement practices and advanced contracting methodologies.
- Significant recent experience in managing mid-career technical and project staff with a recognised ability to coach and mentor staff.
- Advanced Leadership training *desirable

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- Cert IV or higher qualification in Occupational Health and Safety Management *desirable
- Relevant and recent experience in preparing and managing Authority Approvals for major projects *desirable
- Relevant, recent experience and working knowledge of industry recognised management systems including ISO9001, ISO4801 and ISO14001 *desirable
- Relevant, recent experience and working knowledge of industry recognised sustainability programmes including Greenstar®, Wells, Passivhaus or LEAD *desirable

Capabilities and Personal Attributes:

- Demonstrated outstanding communication, interpersonal and negotiations skills with the ability to produce clear and accurate communications that are appropriate for their intended audience.
- Excellent quantitative / numerical, financial management and programming skills.
- Strong customer focus balanced with a high level of commercial awareness.
- High level of technical skills to match the multi-faceted needs of the role.
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently with minimal direction.
- Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities.
- Ability to prepare and present to Boards; senior executives in a large complex organisation.
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner
- Ability to author and prepare professional level technical reports, submissions or similar documents *desirable
- Advanced level Microsoft Project skills *desirable

SPECIAL REQUIREMENTS

- Current Victorian Driver Licence
- Construction Industry Basic Induction Card
- Working With Children Check

DISCLAIMER

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.