



PROJECT COORDINATOR

DEPARTMENT/UNIT	Buildings and Property Division (BPD)
FACULTY/DIVISION	Vice-President (Services)
CLASSIFICATION	HEW Level 8
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our university and our exciting future, please visit www.monash.edu.

The **Buildings and Property** are the stewards of our beautiful campuses. We contribute to Monash's global reputation as a leader in research and teaching by providing world class, award-winning buildings, innovative teaching spaces, quality facilities and stunning grounds. We support the University's day to day operations by delivering a wide range of services such as facilities management, maintenance, security, traffic, parking, cleaning, waste, mail, courier, pool vehicle hire and shuttle bus services.

At Buildings and Property our customers always come first.

We engage closely with our students and staff to ensure a safe, healthy and sustainable campus environment that enables them to thrive and flourish. In our dealings with each other and our broader Monash community we strive for relationships that are respectful, inclusive, collaborative and transparent.

At Buildings and Property, we provide opportunities for our staff to develop their knowledge and skills, to innovate and expand their thinking and to initiate and deliver ideas that translate into efficient, effective and customer focussed outcomes. We value strong teamwork and collaboration and we build effective partnerships across the University and beyond to leverage the very best expertise to deliver cutting edge solutions for our customer. We strive to be the best at what we do.

POSITION PURPOSE

The Project Coordinator applies a range of project management techniques to ensure minor work refurbishments and external projects involving services infrastructure, landscaping, roads and paving, are completed on time, within budget parameters, and in compliance with university and legislative standards.

The Project Coordinator works closely with stakeholders, consultants, local authorities, surveyors and builders to ensure that essential projects are provided on the best and most favourable terms available to the university. The major focus of the position is upon efficient and cost effective construction, major refurbishments and minor works that completely fulfil stakeholder expectations and needs.

Reporting Line: The Project Coordinator reports directly to the Senior Project Manager & Team Leader under broad direction, with a degree of autonomy

Supervisory Responsibilities: This role has no direct reports but will be responsible for ensuring staff and contractors perform at an appropriate level, subject to project requirements

Financial Delegation: Yes, in accordance with the University delegation schedule

Budget Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Draw on project management methodologies to manage minor works projects from conception to final delivery whilst causing minimum interruption to university business/operations
2. Identify issues/risks, undertake research, develop options and provide practical advice to clients and management on highly complex minor works projects and maintenance matters from project scoping/planning to final delivery and handover
3. Assume responsibility for, and oversee compliance with all university policy and procedure and legal requirements, as they relate to minor works and building sites
4. Provide and monitor a healthy and safe workplace/site for staff and contractors by advocating and adhering to OHS policy and legislation; including regular safety inspections/risk assessments, and reviewing work procedures and incidents
5. Build and sustain professional networks and high-level relationships with an extensive network of relevant University staff, clients and other stakeholders
6. Execute and provide regular project reports as it relates to minor works projects, including: monitoring of performance indicators, project schedules, budgets and other information required
7. Actively contribute to forward planning and business improvement meetings/networks; including consideration and inclusion of accessibility requirements and environmental sustainability initiatives into project design plans
8. Execute project related administrative activities to ensure site accessibility for appropriate stakeholders is provided, relevant project sign-off is administered and outstanding payments are processed
9. Exercise strong budget management for the project(s) managed to a value of \$20,000

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A post-graduate qualification or progress towards post-graduate qualifications in a building related discipline and extensive relevant experience; or
 - extensive construction works experience and project management expertise; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent project management skills with a proven record of successfully managing all aspects of medium-large projects through to completion in accordance with; Building Codes, OHS and relevant legislative requirements, agreed standards, timeframes and budgets
3. High-level demonstrated experience working autonomously in a construction/works environment; including the ability to manage a tendering process, negotiate contracts and understand relevant construction/works documentation to ensure standards are met

4. Substantial experience in developing and delivering customer centric processes and practices which are responsive, consistent and efficient
5. Substantial experience in leading and evaluating initiatives aligned to best practice and driving innovation in processes, systems and work practices
6. Outstanding communication skills, including the ability to provide authoritative advice to internal and external parties, develop professional communication material and deliver effective presentations
7. Highly developed computer literacy skills and demonstrated experience using project management software and control systems, desirably PMRS
8. Substantial experience in identifying, initiating and actioning opportunities to work collaboratively and share information for mutual benefit

OTHER JOB RELATED INFORMATION

- The incumbent may be required to undertake training
- Travel may be required between different campuses, a driving licence and/or a commitment to using alternative transport is required
- Some flexibility to work outside of normal hours will be required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.