

Position description

Greater together 

Position title:	Lead - Physical Works Projects
Institute/School/Centre/ Directorate/VCO:	COO, Transformation, Assets and Commercial, PMO
Campus:	Ballarat or Berwick Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Probation period:	This appointment is offered subject to the successful completion of a probationary period.
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Recruitment number:	JR100264

Position summary

The Lead - Physical Works Projects will be responsible for directly managing a number of physical works projects or physical works elements of combined projects, and potentially programs of projects. The position will be responsible for conceptualizing, developing and reviewing major transformative projects affecting major operations and assets of the university. As leader of the projects team responsible for physical works projects, this role will be responsible for overseeing and developing a broad program of projects and works in a complex environment, partnering with other areas of the business to review major operations and support, guide and manage transformative interventions.

As the Lead of the physical works projects for Federation University, the role directly manages a small team and partners with other areas to manage transformation and change for larger staff and student groups. The role has substantial opportunity to influence, develop and optimise process, and will be expected to exercise substantial innovation, initiative and judgement in a supportive but often substantially independent environment.

Portfolio

The Project Management Office (PMO) sits within the Chief Operating Office's Transformation, Assets and Commercial directorate. It is responsible for the prioritisation of the 'right' strategic initiatives and ensures that they are delivered in the 'right' way. It is a centralised delivery capability of project management people, process and enabling technologies.

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, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, 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. Lead, coach, guide and support the Physical Works Projects team, manage internal Key Performance Indicator (KPI) and ensure various team and project reports are available to management as required.
2. Contribute to and lead significant aspects of operational planning, management and continuous improvement (feedback and systematic improvements) for the PMO. Lead innovation in physical infrastructure project management process for Federation University.
3. Work collaboratively across the PMO, engage with key stakeholders to support ideation and concept development in alignment with strategic objectives to;
 - develop and maintain strong communication relationships with internal teams, internal University business areas and external parties Individually for direct projects (and in support of project managers for supported projects)ensure each project has appropriate governance
 - lead the conceptualization, development and reviewing of major transformation requirements and initiatives (as related to physical infrastructure), including significant program planning.
4. Lead the team in undertaking analysis of physical infrastructure requirements, development of business cases and management of programs and projects, taking responsibility and leadership in:
 - overall resource and delivery planning for major initiatives;
 - strategic management of external vendors within the physical infrastructure area to support ongoing requirements and generate strong value propositions;
 - defining project scope, goals and deliverables, ensuring alignment with internal and external policy and legal requirements;
 - providing strategic advice to project sponsors, Senior Management and stakeholders including leadership of broad programs within a complex structure;
 - determine, allocate and monitor financial, staffing, technical and infrastructure resources required to ensure successful progress against project schedules;
 - manage and monitor individual and team project status and ensure transparent reporting of status and risk;
5. Directly undertake management of the more major, complex and high risk projects, while ensuring support levels for the team remain appropriate. Manage through ad hoc project teams significant and diverse human and vendor resources for the duration of projects and programs.
6. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.

7. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes 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 Lead - Physical Works Projects will be required to work with a considerable degree of autonomy, including exercising substantial initiative, innovation and judgment in further developing the frameworks and interpreting the intent of high level frameworks where not yet detailed.

The Lead - Physical Works Projects is responsible for developing and supporting the Physical Works Projects team and ad hoc project teams including partnering with other areas to implement effective and efficient project management of the University's physical infrastructure projects.

The Lead - Physical Works Projects is required to exercise initiative and independent judgment in the development and implementation of physical infrastructure projects, both directly managing projects and providing support and guidance for members of the Physical Works Projects team and broader ad hoc project teams. The position will be required to make recommendations to Project Steering Committees/Project Control Groups and senior managers, oversee reporting on the progress and status of projects, project risks and impacts to the organisation.

The Lead - Physical Works Projects will have an in-depth knowledge of project management skills, tools and standards and an understanding of the internal and external policy and technical issues that are critical for success in relation to construction projects in a complex environment. The Lead is expected to use their experience to guide and support others in the team in their individual skill development journeys. Professional technical knowledge and keeping abreast of latest physical infrastructure trends and industry best practice will be essential.

The Lead - Physical Works Projects will be responsible for the allocation and management of project management resources in conjunction with the Associate Director, PMO.

Position and organisational relationships

The Lead - Physical Works Projects reports to the Associate Director, PMO, one of four direct reports.

The Physical Works Project team reports to the Lead. The team can include up to five positions.

The Physical Works Project team, including the Lead, is an embedded team working closely with the Property and Infrastructure directorate and working closely with other COO areas such as ITS and legal. The Lead will be required to maintain and actively support many important non-reporting line relationships.

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 management experience and proven management expertise; or
 - an equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Demonstrated capacity and aptitude for leadership, formal or informal, of teams and of broad change programs in complex environments.
3. Capacity to support an inclusive, supportive and growth focused team and corporate culture.

4. Comprehensive knowledge of project management including demonstrated significant innovation, initiative and judgement, experience in applying relevant skills, knowledge and standards to construction projects.
5. Extensive expertise in the management of construction projects, including internal and external policies and legal requirements, experience in procurement, contract management, change management, resource management, quality management and risk mitigation and treatment.
6. Detailed understanding of the requirements for Public Construction including internal and external policies and legal requirements, relevant ministerial directions regarding procurement and industry participation and applicable procedures and guidelines.
7. 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).
8. Demonstrated ability to manage concurrent complex tasks for self and direct reports, shifting priorities and timelines through strong analytical and problem-solving capabilities.
9. 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. Demonstrated ability to coach and guide less experienced team members.
10. Self-motivated with strong attention to detail and high level of accountability
11. 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.