

Position Description – Project Manager

Updated 18 April 2024

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor	Principal Project Manager
Classification	Higher Education Officer Level 7
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Under broad direction, and reporting to the Principal Project Manager, the Project Manager is responsible for effectively and efficiently delivering renewal and enhancement projects within our university environment relating to the alteration of buildings and infrastructure as part of the University's Capital Infrastructure Plan and/or other nominated minor works projects.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Project Manager is accountable for:

1. Managing projects from the planning phase through construction to completion and handover.
2. Ensuring the scope of works is well defined resulting in the production of sound and complete documentation.
3. Managing feasibility studies, cost estimates and specifications for projects.
4. Acting as the primary contact for project delivery and ensuring a transparent, responsive and consistent service is provided to all stakeholders.
5. Coordinating the calling and evaluation of tenders for all project work.
6. Liaising with colleges, stakeholders, user groups, and departments of the University to ensure the integration and coordination of activities relating to building projects.
7. Managing external authorities, consultants, contractors, subcontractors and suppliers as required.
8. Identifying and liaising with Project Communications Officers to ensure projects are communicated appropriately.
9. Ensuring documentation for projects necessary for the Property, Facilities and Development asset and drawing database is maintained.
10. Ensuring projects are delivered within allocated time, budget and in accordance with University standards.
11. Providing accurate financial and project management reporting.
12. Preparing comprehensive handover documentation for maintenance to manage after defects liability period.
13. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a degree in a related discipline with subsequent relevant experience, or an equivalent combination of experience and/or education and/or training.
- Demonstrated experience in project management of building and infrastructure related projects.
- Demonstrated ability to prioritise workloads and deliver concurrent projects.
- Proven ability to implement project monitoring systems for management and project reporting.
- Proven ability to deliver client side project management, including stakeholder management skills to establish and maintain stakeholder trust in a customer service focussed environment.
- Well developed to high level written and verbal communication skills.
- Conversant with relevant Statutory Standards, Building Code of Australia, OH&S Act and Disability Discrimination Act (DDA).