

**UNIVERSITY OF OTAGO**  
**ŌTĀKOU WHAKAIHU WAKA**

**JOB DESCRIPTION**

<b>ROLE TITLE:</b>	Project Manager
<b>DEPARTMENT:</b>	Capital Works
<b>SCHOOL / DIVISION:</b>	Property & Campus Development Division
<b>REPORTS TO:</b>	Head of Capital Works
<b>SUPERVISED BY:</b>	Senior Project Manager
<b>DIRECT REPORTS (FTE):</b>	TBC (Project Dependent)
<b>INDIRECT REPORTS (FTE):</b>	0

**1. PRIMARY PURPOSE OF THE ROLE:**

- The purpose of this position is to provide comprehensive project management service for University's new build and refurbishment projects and to provide support for other project staff within the department.
- Work at this level will primarily be as the lead project manager on small to medium scale projects, or as part of a project team on a large-scale project.
- Work at this level may involve direct management of a project team.
- Work at this level will primarily be under the direction of a Senior Project Manager or the Head of Capital Works.

**2. ACCOUNTABILITIES:**

- Project scope – to ensure that the deliverables for each project are fully researched and that as much as possible is done to maximize intended project benefits and the aims of stakeholders.
- Project delivery planning – to ensure that the options for delivering the project are thoroughly investigated and that the University obtains the best result in terms timely and cost-effective solutions.
- Programme management – to provide a comprehensive planning service for each project which includes comprehensive Gantt charts, preparation of master programmes and rolling programmes.
- Project governance arrangements – to establish and maintain an effective medium for governing the project and ensuring that all stakeholders have an appropriate level of input on project decision making.
- Design management – to ensure that the work of consultant teams is fully integrated with the University campus, the Department/service area, and the design requirements of stakeholders.
- Document control – to maintain an active, accurate filing system recording all correspondence and decision making in relation to this project.
- Cost management – to work with the project's quantity surveyors to ensure that the project is delivered to budget.
- Risk Management – to successfully identify and manage risks. To be entirely responsible for the completion of each project, (in terms of planning, resources, equipment, and delivery), on time and within budget; to ensure that each project meets all contractual quality obligations and is fit for purpose.
- Contract management – to manage variations and project stoppages through mediation, negotiation and resolution resulting in timely and cost-effective solutions.
- Meeting statutory/University requirements – to ensure that the project meets all necessary statutory requirements and complies with the specific delivery policies of the University.
- Procurement – to oversee the competitive tender for the design team and principal contractor as well as any other specialist and/or sundry contracts.
- Other duties as assigned by the Senior Project Manager and Head of Capital Works.

### 3. KEY RELATIONSHIPS:

#### Internal:

All Property & Campus Development Division.  
Divisional and Departmental Heads.  
University staff (all departments).  
Members of Project Steering Committees.

#### External:

Consultants to the University.  
Members of the Public.

### 4. QUALIFICATIONS & EXPERIENCE:

#### Qualification:

- A mid-level qualification in Project Management or a tertiary qualification in Engineering, Architecture and/or Quantity Surveying or extensive relevant experience or a combination of relevant experience and/or education/training.
- A member of an appropriate professional institution.

#### Experience:

- At least five years' experience of managing small to medium-scale projects with multiple stakeholders.
- Sufficient construction delivery experience to work on either the client side or as an executive project manager.
- Demonstrated experience in providing successful leadership to both multi-disciplinary project teams and complex projects.
- Experience in the leadership and management of staff and a project team with multiple direct reports of varying levels.
- Experience of managing politically sensitive projects.
- Extensive experience and knowledge of current project management practices.
- Experience of managing risk in complex project environments and situations.
- An extensive overall knowledge of the construction industry together with relevant technical expertise relating, for example, to the preparation of the project brief, tendering, contract administration and supervision of contract work.
- Comprehensive experience and understanding of the Building Act and other regulatory requirements relevant to the duties of this position, including Health and Safety requirements.
- Proven professional track record in the public or private sectors which will be demonstrated by the successful delivery of major projects in previous roles.
- Understanding of the key issues for tertiary education facilities provision.
- Experience in financial management, especially contract financial management and budget control.
- Extensive experience in construction techniques and methodology.
- Proven experience in producing comprehensive reports.
- A high level of competency in producing and managing large construction programmes.
- Value and risk management skills.
- Design and design management skills and experience.
- Experience in formulating and implementing procurement strategies.

## 5. TECHNICAL SKILLS & KNOWLEDGE:

### Builds Strategic Customer Relationships:

- Builds and maintains customer relationships through focusing on the customer's perspective at all times.
- Sets high standards and works diligently to meet and exceed goals.
- Have a professional outlook and judgment, acting as a professional and role model within the Division and across the University.
- Implement high level engagement and consultation with multi-disciplinary stakeholders to ensure functionality and major operational issues are considered in all phases of project delivery. This involves engaging with staff at all levels.
- Act as Capital Work's principal link with project stakeholders and end users.
- Liaise and consult with all parties involved to ensure communication lines are maintained and resolve any issues that may arise during the course of any construction projects to ensure the successful delivery of projects.
- Coordinate external vendors at all stages of project delivery and in particular throughout the implementation and commissioning phases.
- Manage in an effective, courteous and timely manner end user client enquiries and requirements to ensure that their needs, as far as practicable, are met.

### Commercial Acumen:

- Demonstrates resource and financial stewardship in all activities.
- Act to maximize profitability and growth.
- Manages operations to maintain ongoing competitive advantage.
- Continually look at systems and processes to further reduce costs and improve efficiency.
- Responsible for efficient processing of progress claims (value could be up to several \$million per claim) and variations in liaison with relevant Superintendent / Engineer to Contract to ensure that the University meets all its contractual and statutory obligations.
- Approve variations, progress claims and certify project expenditure.
- Act as University representative under the contract during the design and construction phase of the project.
- Plan and execute the tender evaluation process.

### Effective Communication:

- Strong interpersonal skills in dealing with a range of people, including tact, diplomacy and confidentiality.
- Communicate with integrity and with genuine intentions.
- Use appropriate styles to influence and gain support/buy in from colleagues.
- Maintain a clear and constructive dialogue with the client/users throughout the project to ensure that they are fully aware of the project scope, program and budget expenditure where appropriate. This requires skilled communication and people management and the ability to make decisions and resolve issues directly within delegated authority.
- Keep the Head of Capital Works regularly briefed on all matters relating to project progress and delivery.

### Plans and Organises:

- Delegate effectively and plan and execute required actions on time.
- A high level of skills relating to the ability to plan, schedule, organise, make effective use of time, and implement innovative strategies to enhance success of meeting project objectives and delivering a project within quality, time and budget parameters.
- Preparation and control of project programs that reflect innovation and understanding of broader project context i.e. critical path, dependencies and impact on other strategic projects.
- Ensure strategic and operational needs of the University are considered and factored into all phases of project delivery.

#### Analysis and Problem Solving:

- Strong research, analytical and auditing skills.
- Ability to formulate flexible responses to complex situations.
- Actively problem solve and come up with timely practical solutions.
- Possess initiative and ability to work without supervision with a predisposition for acting proactively and to quickly anticipate and resolve issues.
- Implement innovative strategies and high-level problem-solving skills to effectively plan and maintain project on course.

#### Team Player:

- Ability to work independently and professionally and as part of a team.
- Builds effective working relationships by maintaining confidentiality and trust.
- Actively participates as a member of a team to support the team towards meeting goals.
- Ability to establish credibility and rapport and influence the view of others.
- Contribute with expertise to the systems, processes, resources and functioning of Capital Works as requested/directed by the Head of Capital Works.

#### Leadership – Builds Trust, Inspires and Motivates:

- Inspires confidence and drives others to voluntarily work towards the successful achievement of objectives.
- To maintain consistency and professionalism when dealing with all staff.
- Provide ethical decision making in the achievement of organisational and project goals.
- Supports and respects colleagues and maintains confidentiality and trust.
- To supervise the work of the appointed project team, (including technical project management consultants, architects, quantity surveyors and specialist sub-consultants), within the terms of the contract.
- Lead and manage the concept planning, project planning, design, procurement, implementation, controlling and closing phases of major projects in close liaison with advisors and other key stakeholders.
- Supervision and delegation of tasks to direct and indirect reports to meet project objectives.
- Lead and manage the project team(s), consultants and contractors to ensure all members are appropriately skilled and utilised, to ensure deliverable, time and budgetary requirements are met, and ensure compliance with University requirements and policy.

#### **6. SPECIAL REQUIREMENTS:**

None

#### **7. BUDGET RESPONSIBILITY:**

The post holder will be responsible for the day-to-day management of each project budget, with the assistance of a consultant quantity surveyor. The post holder would be responsible for managing a portfolio of projects, with project budgets ranging from \$1M to \$20M.

The post holder will be able to approve variations, progress claims and certify project expenditure up to \$50,000. They will also have authority to make decisions within the authority delegated by the Head.

#### **8. MĀORI STRATEGIC FRAMEWORK:**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

## **9. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

## **10. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

## **11. SUSTAINABILITY:**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.