

**UNIVERSITY OF OTAGO
ŌTĀKOU WHAKAIHU WAKA**

JOB DESCRIPTION

ROLE TITLE:	Senior Project Manager
DEPARTMENT:	Capital Works
SCHOOL / DIVISION:	Property & Campus Development
REPORTS TO:	Head of Capital Works
DIRECT REPORTS (FTE):	Varies
INDIRECT REPORTS (FTE):	Varies

1. PRIMARY PURPOSE OF THE ROLE:

- The purpose of this position is to provide comprehensive senior project management services for the University's new build and refurbishment projects and to provide support for other project staff within the division.
- Work at this level will primarily be as the lead project manager on one or several medium to large scale projects or acting as project director on large scale projects.
- Work at this level may involve direct management of a project team.
- Work at this level will primarily be under the direction of 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 maximise 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 of 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 Director or Head of Capital Works.

3. KEY RELATIONSHIPS:

Internal:

- Property * Campus Development Division staff.
- Divisional and Departmental Heads.
- Members of Project Steering Committees.
- All levels of University of Otago staff involved with project.

External

- Consultants to the University.
- Regulatory organisations.
- Members of the Public.

4. QUALIFICATIONS & EXPERIENCE:

Essential:

- A relevant tertiary level qualification in an appropriate discipline (Project Management, Construction Management, Engineering, Architecture, Quantity Surveying).
- 10+ years' experience in the construction industry delivering capital works projects as a client side or external consultant project manager, including 5+ years' experience managing large scale projects with multiple stakeholders.
- Demonstrated experience in providing successful leadership to both multi-disciplinary project teams and complex projects, including developing high performing and collaborative project teams.
- A member of an appropriate professional institution.

Preferred:

- Experience delivering large scale projects in a tertiary setting.
- Construction delivery experience working as a client side or executive project manager.
- Comprehensive experience and understanding of the Building Act and other regulatory requirements.

5. TECHNICAL SKILLS & KNOWLEDGE:

Proficiency in the Microsoft suite of programmes, well-developed keyboard and word-processing skills.

Project Management Skills:

- Plan, develop and execute the full project plan from project integration, through human resourcing, scope, communications, time, risk, cost management, procurement, to quality.
- Adhere to the University's 3PM methodology through leading and managing projects from project inception, through project initiation, design stages, construction, and post construction to ensure high quality projects, that meet stakeholder requirements are successfully delivered on time and within budget.
- Ensure the strategic and operational needs of the University are considered and factored into all phases of project delivery.
- Provide technical advice on design and building construction issues for all capital projects. This includes review and response to all drawings, specifications and report related to the project.

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 a 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. This includes ensuring project stakeholders are fully aware of the project scope, programme and budget expenditure. This requires highly skilled communication and people management skills and the ability to make decisions and resolve issues directly.
- 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 including making high level value for money decisions within delegation and provide high level advice to delegated authority when outside of own delegated authority.
- Act to maximise 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.
- Responsibility for the allocated budget for your assigned projects and accountable for agreed project outcomes under direct control of the position as well as ensuring projects are completed within the identified budget allocation
- Act as University representative under the contract during the design and construction phase of the project.
- Plan and execute the tender evaluation process.
- Oversee the procurement of consultants, building contractors and FF&E, from developing and implementing project-specific procurement strategies, through an evaluation process to the administration of the contract as per the University Policy, Guidelines and Procedures.

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 Director 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 the Capital Projects Unit as requested/directed by the Director.

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.
- 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
- Assist the Head of Capital Works with the supervision and mentoring of other departmental project managers and staff.

Reporting Requirements:

- Regularly report, including highlighting issues and providing advice to Project Steering Committees and the Head of Capital Works to ensure they are aware of delivery of key milestones, and other budgetary and quality constraints of the project.

6. SPECIAL REQUIREMENTS:

NIL

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 several hundred \$M.

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 Director.

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.

12. EQUITY AND DIVERSITY:

Act in a manner consistent with the University's commitment to anti-racism and the co-creation of accessible, safe, respectful, and welcoming environments where all students and staff are supported to achieve their full potential.