

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

THE UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

DEPARTMENT: Facilities Management Services

POSITION TITLE: Project Manager

POSITION NOS: 0000007253, 0000007595, 0000011599

CLASSIFICATION LEVEL: HEO Level 7

DATE CLASSIFIED: 28 July 2009

REPORTS TO: Construction Manager, Facilities Management Services

DIMENSIONS OF POSITION:

Facilities Management Services Group consists of four Units; Directorate Administrative Support, Campus Services, Infrastructure, and Construction/Minor Works. The Group is responsible for buildings, services and grounds and employs approximately 35 staff in total.

The incumbent is directly accountable for the management, coordination and administration of major new construction and refurbishments contracts, and the provision of high-level technical construction related advice to various stakeholders within the University. The position represents the University as contract superintendent. This involves liaison with regulatory authorities, undertaking complex negotiations with project stakeholders (contractors, consultants, engineers, architects, UNE stakeholders, local council, heritage council, EPA, specialist contractors etc) and the interpretation of complex legislative requirements and their application to the project.

POSITION OBJECTIVES:

The Project Manager is directly responsible for major and minor construction and refurbishment project design, scope and concept development, stakeholder coordination, and construction project management and administration. This includes accountability for project budget management, customer satisfaction, value for money, construction and design quality, risk management, and the timeliness of completion.

The position reports and provides high-level technical advice to the Construction Manager, conducts building audits to determine budget requirements and assists in the

development and implementation of the University Design Standards and Procedures Manual.

DUTIES

Under general to broad direction, be held responsible for the entire project management of major construction and refurbishment projects in a range up to \$5 million including the following duties:

- 1 Be responsible for the planning of new construction and refurbishment projects – including but not limited to:
 - a) Develop and direct project team including architects, design consultants, engineers, etc and client project control group to ensure that the projects are developed within established budgets, facilitate solutions/resolutions and within the guidelines of the UNE and FMS Strategic Plans. Analyse and develop construction solutions.
 - b) Review occupant and facility user requirements to ensure design meets all needs and complies with specialist requirements, space design, and OH & S
 - c) Develop and prepare project scope and determine design solutions
 - d) Manage the engagement of consultants ensuring compliance with State Procurement Guidelines.

2. Be responsible for coordination of the Project Design Stage – including but not limited to:
 - a) Ensure external consultants gain thorough understanding of client requirements and provide client with expert advice to ensure project outcome gives client satisfaction.
 - b) Manage design stage to ensure specifications comply with client requirements and are in accordance with the relevant Acts and Regulations and the University of New England Design Standards.

- 3 Be responsible for the Management of Construction and Refurbishment Projects – including but not limited to:
 - a) Manage and coordinate the development of construction tender documents, ensuring project specific, manage tender process, analyse tenders and make recommendation of successful contractor to Tender Advisory Committee. Complete all necessary documentation to engage contractor.
 - b) Act as Principals Representative and attend site meetings, make decisions on behalf of Principal.
 - c) Act as Contract Superintendent and ensure contract is managed in a fair and equitable manner.
 - d) Be responsible for processing of progress claims, approve contract variations and monitor budget.
 - e) Ensure all tendering is carried out in accordance with the National Code of Practice for The Construction Industry and Government Audit Controls

- 4 Be Responsible for Project Construction Management – including but not limited to:

- a) Handing over of possession of site to Contractor, conduct UNE Site Induction ensuring compliance with OH&S Safety Regulations.
 - b) Ensure Project is completed in compliance with the design documentation, and drawings.
 - c) Be responsible for resolution of disputes and solutions and advice to design problems. Manage and approve contract variations.
 - d) Be responsible for quality of contracts works ensuring client satisfaction.
 - e) Ensure that commissioning and acceptance testing of all plant and equipment are carried out, and that all operation and maintenance manuals and "as built" drawings are provided as required.
 - f) Ensure all statutory and regulatory requirements are met and occupational certificates issued if required.
 - g) Conduct a post occupancy evaluation with client and facility users.
 - h) Manage Defects Liability Period and ensure ongoing quality of works for defect period.
- 5 Be responsible for Construction Compliance Control – including but not limited to:
- a) Ensure compliance with the Building Code of Australia, Australian/NZ Standards, Construction Act, Protection of the Environment Act 2000, Environmental Planning and Assessment Regulation 2000 and Local Council and other regulatory requirements.
 - b) Ensure work is carried out under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001, Chapter 8 Construction Work, and in particular special requirements for construction work which exceeds two hundred and fifty thousand dollars (\$250,000).
 - c) Ensure work is carried out in accordance with WorkCover Authority Codes of Practice.
6. Be responsible for Construction and Refurbishment Project Administration—including but not limited to:
- a) Manage Risk associated with the Project and ensure that risk responsibilities are correctly proportioned in the preparation of contract documentation
 - b) Ensure the Quality of the project is to client expectation.
7. Contribute to the development of construction management policies and the UNE Design Standards and Procedures Manual.
- 8 Conduct building audits to assist in the development of future Construction Budgets.
- 9 Contribute to the development and maintenance of any relevant databases or information management systems including Pinnacle and the transfer of all construction drawings to CAD.
- 10 Ensure the University's policies and procedures relating to equal opportunity, risk management, records management, OH&S and quality assurance are applied in relation to the responsibilities of this position.

11 Other duties as required relevant to this position.

SELECTION CRITERIA

1. Relevant qualifications in building or project management disciplines (or progress towards) with substantial relevant experience; or extensive relevant experience in supervision and construction; or an equivalent alternate combination of relevant knowledge, training and/or experience.
2. Demonstrated significant experience and/or ability in commercial building construction including site supervision and management ability.
3. Demonstrated expertise in a project supervision environment and good understanding of project supervision systems and management procedures.
4. Demonstrated knowledge and understanding of construction management programs and critical path analysis.
5. Demonstrated practical experience in the management off multi-discipline design consultant teams and contracts.
6. Demonstrated ability to manage tender and award procedures. Ability to interpret complex legislation and provide clear, sound advice and recommendations, and manage significant procurement procedures.
7. Demonstrated ability to supervise the design and construction of commercial projects within budget and time constraints.
8. Demonstrated ability to supervise and coordinate a full range of contractors, suppliers and on-site activities.
9. Demonstrated experience in effective communication in a large complex organisation.
10. Demonstrated ability to effectively utilise computers for word processing, spreadsheets and construction management information systems.
11. Demonstrated understanding of EEO, OHS, Risk Management, Records Management and Quality Assurance principles as they relate to this position.