

Position description

Project Manager – Urban Slum Revitalisation

Department/Unit	Office of the Provost and Senior Vice-President
Faculty/Division	Monash Sustainable Development Institute
Classification	HEW Level 9
Work location	Clayton
Date document created or updated	7 March 2017

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Provost & Senior Vice-President** is the Chief Academic Officer of the University and is responsible for: setting the university's academic strategy and priorities with view to improving the education and research performance of the university; oversight of faculties, academic related portfolios and university-wide centres and institutes" oversight of academic staffing including recruitment, development, reward and recognition, policies and procedures; strategic leadership for the delivery of academic programs; identifying and cultivating interdisciplinary areas of excellence and collaboration.

Monash Sustainable Development Institute (MSDI) conducts leading interdisciplinary research and education aligned to the 17 UN Sustainable Development Goals. MSDI engages across all ten Monash University faculties to facilitate interdisciplinary research partnerships that provide solutions to sustainable development challenges globally; and provides a platform to share that expertise in partnership with industry, government and the community.

MSDI is leading a 5 year interdisciplinary research project funded by UK-based Wellcome Trust that will undertake a water sensitive revitalisation of 24 urban slums across Indonesia and Fiji (Wellcome Project). Bringing together researchers from medicine, engineering, urban design, science and social science disciplines, as well as a range of national and international industry and NGO partners, the project will examine the environmental and human health benefits of this alternative water management approach. The project team will work closely with local communities for the research design and delivery, and to build local capabilities in relation to new water technologies.

Position purpose

The Project Manager is responsible for the end-to-end management of the multifaceted Wellcome Project, which will have significant impact across the University. This will include project planning and monitoring, industry liaison, staff leadership, stakeholder management, risk management and communications.

The role will collaborate with the Project Executive, research teams, governments, businesses and communities in Indonesia, Fiji and Australia as well as work in close partnership with MSDI staff to deliver projects in accordance with agreed timeframes, within budget and to achieve strategic business outcomes.

Additionally, The Project Manager will provide expert advice and manage major change initiatives to support the delivery of project outcomes where required.

Reporting Line: The position reports to the Director, Monash Sustainable Development Institute as Project Leader under broad direction, working with a considerable degree of autonomy

Supervisory Responsibilities: This position provides direct supervision to three staff

Financial delegation and/or budget responsibilities: The position is responsible for supporting the Project Executive to manage a budget of AUS\$14million

Key responsibilities

1. Lead and manage projects from conception to final delivery drawing on current project management methodologies, including; creating and obtaining approval of business cases, establishing project structure, identifying and engaging relevant stakeholders, scoping client needs, identifying project deliverables, overseeing the development of project documentation and reports, managing project progress and performance against milestones, and coordinating and reporting on post-implementation reviews
2. Take accountability for the implementation of project deliverables including devising, managing and implementing change management strategies associated with project outcomes
3. Identify, source and assign project resources, which may include managing a procurement tender process and managing contracts with external providers
4. Undertake research, devise solutions and provide high level, practical and impartial advice to senior management on complex, multi-faceted project issues
5. Establish, lead and develop a highly trained, motivated and efficient project team, including managing external consultants and contractors, with a focus on excellence in project delivery
6. Exercise strong budget management including supporting the delivery of project outcomes within budget for the project/s managed
7. Oversee and manage the preparation of business cases, position papers, briefings and reports for senior management and project stakeholders, including presentation of information where required
8. Initiate, develop and maintain strong partnerships with key project stakeholders, including influencing support for project objectives by networking and hosting stakeholder meetings
9. Identify risks, issues and dependencies relating to large scale, complex projects and ensure that effective controls and risk mitigation strategies are in place
10. Ensure compliance with relevant government regulations, funding agency requirements and University policy, procedure and protocols relevant to the research being conducted, including ethics approvals and management of data

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - postgraduate qualifications in a discipline relevant to sustainable development and extensive, relevant experience; or
 - extensive management experience generated in a similar role and proven expertise in the intersections between research, industry and government; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Exceptional project management skills with a proven record of successfully managing all aspects of large, complex and organisational-wide projects through to completion, including implementation and change management
3. Exceptional planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Extensive experience in leading, motivating and developing a team of professionals to achieve project objectives
5. Outstanding relationship management and consulting skills, including the ability to interact, influence and negotiate with a variety of stakeholders within and outside the university
6. Superior analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Exceptional interpersonal and communication skills, including the ability to liaise with and influence senior management, develop professional and effective communications for a range of audiences and deliver engaging presentations
8. Proven experience in managing change in a large and complex organisation

9. Advanced computer literacy, particularly experience with current project management software and related application capabilities
10. Prior experience working in an Asia-Pacific context, in particular experience working with governments, business and communities in Indonesia and/or Fiji

Other job related information

- Travel (e.g. to other campuses of the University and project sites overseas) will be required
- Out of hours work (including evenings, weekends and public holidays) may be required
- There may be peak periods of work during which the taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.