University of Wollongong

POSITION DESCRIPTION – General Staff
For levels 6/7 and above
DRAFT

Position Title:	Project Manager – ITS / FMD Liaison		Level: 6/7
Faculty/Division:	ITS	Department/Location:	PMO

Primary purpose of the position:

The primary purpose of this position is to manage ITS involvement for all Facilities Management Division's (FMD) major construction projects. The role will be responsible for managing the relationship with FMD, supporting key ITS staff, developing and supporting processes to support quality project outcomes and finally reporting on the status of the IT aspects of construction projects and related activities within FMD.

Position Environment:

Information Technology Services (ITS) is the University's central IT provider for core infrastructure and services. ITS also provides IT services to Faculties and Divisions. The Program Management Office (PMO) was established to provide UOW with IT project management resources and expertise to ensure the successful delivery of large and/or complex projects. A key role of the PMO is to provide support and advice to project managers, Business Analysts and all staff involved with or impacted by projects.

The Facilities Management Division (FMD) is responsible for facility management practices to meet the strategic needs of the University community. The Division's responsibilities include Building Construction, Security and Parking, Space Management and Provision of Furniture. The work of the Building Construction team is driven from the UOW Capital Management Plan (both Major and Minor works), user-funded initiatives and major new building works which are funded through a variety of sources.

Major Accountabilities/Responsibilities:

	Responsibilities	Outcome	Percentage of Time	Office Use Only
1.	Work with FMD to understand the annual IT workload derived from the FMD Building Construction team projects. These projects include CMP Major and Minor works programs, user-funded initiatives, ITPAC approved projects and major new building works.	Stronger operational alliance between ITS and FMD. Allow ITS to efficiently manage its workload and customer expectations.	20%	
2.	Coordinate compilation of IT budget estimates and IT activities related to FMD construction projects.	To ensure FMD obtain the required IT inputs for all works in a timely manner.	20%	
3.	Manage and communicate risks & issues, status reports and future planning strategies to ITS Management for the IT workload related to FMD projects.	Improved communications within ITS about FMD work.	10%	
4.	Coordinate and update the IT budget associated with FMD	Better management of	10%	

	projects from initiation through to finalisation and cost recovery.	financial aspects of major projects.		
5.	Engage user-groups associated with FMD works where applicable to understand and co-ordinate the scope of IT related works.	Improved communications between ITS and UOW IT users.	10%	
6.	Undertake activities above for other Divisions and Faculties of the University undertaking major construction works.	As above.	10%	▒
7.	Support the development and implementation of suitable policies and processes to ensure quality outcomes inline with major/ minor capital initiatives.	Improved transparency and accountability in the capital project execution process	10%	
8.	Liaise with Security regarding campus surveillance planning and strategy.	Stronger operational alliance between ITS and FMD.	10%	▒
9.	Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace	Ongoing	▒
10.	Have OH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing	▒

Reporting Relationships:

Position Reports to:	Senior Managers, ITS PMO and T&I
The position supervises the following positions:	N/A
Other Key Contacts:	All ITS Senior Managers & Managers, FMD Deputy Director & Managers, ITS Technology & Infrastructure (T&I) staff

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
FMD Managers	Frequently
ITS Senior Managers	Frequently
ITS Network Staff	Frequently
FMD Deputy Director	As required
iC Construction Managers, GSM Project Manager, ACS Manager	As required
ITS Managers	As required
ITS Support, Systems, Netcomms and BuyIT Staff	As required
Vendors	As required

Key Challenges:

1. Effectively communicate with ITS across all disciplines about FMD related work and timelines
2. Balance workloads between FMD and IT Policy and Advisory Committee (ITPAC) projects
3. Schedule work across FMD, ITPAC and Business as Usual activities
4. Ensure budgets estimates for FMD related activities are accurate and timely
5. Possessing and maintaining an operational understanding of both FMD's and ITS' core business to provide informed and aligned project management services

SELECTION CRITERIA - Knowledge & Skills:

Essential:
- Ability to use and apply project management techniques and methodologies
- Exposure to managing projects in an IT environment
- Knowledge of project management in the construction field
- Strong analysis and problem solving skills
- Highly developed written and verbal communication skills
- Strong ability to take initiative and work independently or as part of a specialist team
- Effective organisational skills, including ability to set and achieve goals, meet deadlines and respond quickly to variety of requests.

SELECTION CRITERIA - Education & Experience:

Essential:
- Tertiary qualification in a relevant discipline or equivalent combination of relevant experience and/or education/training
- Experience in project management, writing status & briefing reports, risks & issues logs and working as part of a project team
- Experience liaising with a construction-focussed client base
- Experience in developing and interpreting specifications based on business requirements

Personal Attributes:

- Self motivated, ability to be innovative
- Strong problem solving skills
- Ability to liaise effectively with a diverse range of users
- Ability to work within a team environment, with a "can-do" attitude
- Ability to learn and cope with changing technology
- Effective verbal and written communication skills
- Ability to work under pressure

Special Job Requirements:

- Agreement to sign Confidentiality Agreement
- After hours work when required (not common)

Organisational Chart:

Please attach an up to date organisational chart to this position description.

Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____