

Position Description – Principal Project Manager

Updated 13 February 2024

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor	Associate Director, Capital Development
Classification	Higher Education Officer Level 10
Employment Type	Continuing, full-time

POSITION SUMMARY

Under generally unguided direction, the Principal Project Manager is responsible for the end-to-end delivery of multiple, concurrent, complex University infrastructure projects. The Principal Project Manager will be responsible for all elements of project delivery including project financial management, reporting, governance, stakeholder management and communication. The Principal Project Manager also leads a team of project managers.

The Principal Project Manager will deliver renewal, enhancement, Non-CIP and strategic projects within our university environment including specialised laboratories, teaching and research spaces, public realm and services. They will be expected to fully understand the purpose of projects being delivered, the outcomes required, the impact on university business and the risks involved.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position. If you have any queries in this regard please raise them with the named contact person in this Position Description in the first instance.

An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University [COVID-19 Vaccination Policy \(2022\)](#). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

The Principal Project Manager will be accountable for:

1. Providing continuous and highly effective communication on regular project reports and briefings to both senior management and project stakeholders.
2. Leading, mentoring and coaching of other project managers in the delivery of projects and personal development.
3. Working collaboratively with internal and external stakeholders to understand and deliver business needs and objectives.
4. Managing the end-to-end delivery of complex university projects from initiation and feasibility, business case development, design and documentation, construction, financial, stakeholder and defects management.
5. Establishing and managing appropriate project governance including project Steering Committees, Project Control Groups and directing project team members in a collaborative and well organised manner.
6. Preparing appropriate project management documentation, including project briefs, procurement plans and project management plans.
7. Providing strategic and project management advice to senior management on matters relating to project delivery, project value and outcomes.
8. Leading the procurement process for the project team including consultants and advisors, contractors and equipment.
9. Developing and delivering a comprehensive suite of reports for stakeholders including senior management and governance groups.
10. Any other responsibilities in line with the level of the position as assigned by the supervisor and/or the University.

KEY POSITION CAPABILITIES

- Postgraduate qualifications and extensive relevant experience in a related field and/or tertiary qualifications in project management or a related field and/or proven expertise in the management of all elements of project delivery.
- Extensive and successful experience and technical capabilities as a senior project manager leading, delivering and managing numerous large, complex, concurrent projects simultaneously in dynamic and fast paced environments in order to deliver places and spaces typical in a university environment.
- Proven stakeholder management skills including the ability to establish and maintain high levels of stakeholder trust, to positively influence stakeholders and demonstrated experience in working in a customer service focussed environment.
- A high level of business acumen - including the capability to develop a genuine understanding of business needs and play a consultative role to engage the appropriate people, processes and tools in the delivery of solutions.
- Proven leadership, team and people management skills including experience in mentoring, coaching, collaborating and team building and the ability to build high performing teams.
- Demonstrated strategic thinking, planning, and analytical skills.
- High level written and verbal communication skills with an ability to communicate effectively with people at all levels.
- A creative approach to problem-solving with the ability to focus on details while maintaining an appreciation of the 'big picture' view.
- Expertise in covering a broad range of disciplines.