

Position Description – Senior Project Manager

Updated 30/06/2026

POSITION DETAILS	
Portfolio	Corporate Services
Organisational Unit	Property, Facilities and Development
Supervisor (Title)	Associate Director, Strategic Projects
Classification	Higher Education Officer Level 10
Employment Type	Fixed-term, full-time

POSITION SUMMARY
The Senior Project Manager will drive the delivery of strategic initiatives, including Flinders University Town Centre – a transformative mixed-use precinct anchored by the new Flinders Railway Station, designed to enhance campus life and support the University's growth. This exciting phase of development builds on the recent delivery of the state-of-the-art Health and Medical Research Building (HMRB) and continues with the launch of another flagship initiative, the Flinders HealthCARE Centre (FHC), a cornerstone strategic project that will strengthen the University's position in health, research, and community engagement. Generally unguided, and accordance with the University's strategic objectives, the Senior Project Manager is accountable for coordinating the end-to-end delivery of strategic project activities - from concept to post-occupancy review. The role demands high level expertise in project management, strategic planning, and organisational change, while also contributing to the enhancement of project governance and supporting the delivery frameworks within the Strategic Projects team.

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 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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.</i>

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KEY POSITION RESPONSIBILITIES

The Senior Project Manager is accountable for the effective management and support of strategic project activities including:

Project Coordination & Delivery:

1. Coordinating end-to-end project activities from planning through to completion and handover.
2. Managing and guiding cross-functional project specialist consultant teams, including delegated personnel and external service providers – at times from 15 – 25 individuals.
3. Developing and controlling project plans, budgets, timelines, deliverables, and risk registers to ensure successful achievement of Strategic Projects defined objectives.
4. Provide financial, administrative, and project management support to the Associate Director, Strategic Projects, and team.
5. Taking ownership of complex, high-impact parts of the project, with minimal oversight, driving progress and ensuring delivery within scope and Flinders Strategic Projects expectations.
6. Coordinate stakeholder engagement across colleges, departments, and user groups to ensure project alignment.

Procurement & Contract Management:

7. Support procurement and tender processes, including the appointment of consultants and contractors.
8. Prepare and issue contracts, variations, and related correspondence in line with University policies.
9. Manage financial tasks such as purchase orders, invoicing, forecasting, and reporting using University systems.

Stakeholder & Governance Support:

10. Coordinate meetings, prepare agendas and papers, take minutes, and ensure timely distribution.
11. Support governance structures by preparing updates for project control groups and steering committees.
12. Monitor and report on project progress, risks, and issues, escalating as required.

Design & Clinical Integration:

13. Apply knowledge of clinical workflows, patient-centered design, infection control, and health service integration.
14. Demonstrate familiarity with co-located academic and clinical models (e.g., simulation labs, allied health clinics).

Documentation & Systems Management:

15. Develop and maintain project documentation including business cases, plans, risk registers, and budgets.
16. Administer project management software and manage user registration and training.
17. Maintain project records in accordance with the University's Records Management Policy.

Change Management & Communication:

18. Champion effective communication and change strategies to support user readiness and facility transition.

Other Duties:

19. Coordinate contractor inductions and ensure compliance with organisational requirements.
20. Undertake additional responsibilities as assigned by the Associate Director, Strategic Projects.

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KEY POSITION CAPABILITIES

- Postgraduate qualifications and extensive relevant experience in project coordination and/or management of building related projects or an equivalent combination of experience and/or education and/or training.
- Extensive background in the development and implementation of administrative processes and systems.
- High level interpersonal and verbal communication skills, with the ability to engage effectively across diverse stakeholders - internal and external clients, contractors, senior management and University staff.
- High level written skills with ability to provide clear and concise reports and updates, while being to adjust communications as required.
- Advanced proficiency in Microsoft Office Suite, MS Project, stakeholder engagement tools, and platforms such as Aconex or similar.
- Demonstrated initiative, time management, and ability to prioritise tasks to meet deadlines.
- Proven ability to work both independently and collaboratively within high performing teams.
- Maintains a high level of personal growth and development, inspiring and encouraging others to adopt a similar mindset.
- Agility and adaptable, including responding quickly to shifting priorities, a flexible approach with the willingness to undertake new tasks, new challenges and be able to learn quickly.
- Familiarity with Flinders University systems including Tech One, Basware, and Content Manage (desirable).

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