

Position Description – *Advanced Projects Manager*

07/08/2026

POSITION DETAILS

College/Portfolio	<i>College of Science and Engineering</i>
Organisational Unit	<i>College Services, Technical Services</i>
Supervisor (Title)	<i>Senior Manager, Engineering and Manufacturing Services</i>
Classification	<i>Higher Education Officer Level 8</i>
Employment Type	<i>Continuing, Full Time</i>

POSITION SUMMARY

Under broad supervision the Advanced Projects Manager leads the planning, development and delivery of complex engineering, manufacturing and technical projects that support the University's research, industry engagement, defence-related activities and specialist capabilities.

Embedded within Engineering and Manufacturing Services, the role is responsible for the successful delivery of projects involving specialised equipment, systems and facilities, from concept development and procurement through to installation, commissioning and ongoing operational readiness. The position provides technical leadership to ensure facilities and associated operations are safe, compliant, effective and aligned with College and University priorities.

The Advanced Projects Manager leads a multidisciplinary team of engineers, technicians and project staff, driving innovation, continuous improvement and capability development while building strong relationships with academic, professional and industry stakeholders to achieve successful project outcomes.

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 and Excellence
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent.
- 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

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- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

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.

The successful candidate must be eligible to obtain and maintain an Australian Defence Security Clearance (NV1).

KEY POSITION RESPONSIBILITIES

The Advanced Projects and Facilities Manager is accountable for:

- Managing, planning, development and delivery of complex engineering, manufacturing and technical projects aligned with College and University strategic priorities.
- Managing all phases of project delivery, including business case development, design, procurement, installation, commissioning, budgeting, scheduling, resource allocation and risk management.
- Providing technical leadership and expert advice on specialised equipment, facilities, systems and emerging technologies to support research, industry engagement and specialist capabilities.
- Overseeing the operation, utilisation and continuous improvement of specialised facilities and technical environments to ensure they remain safe, compliant, effective and fit for purpose.
- Leading, supervising and developing a multidisciplinary team of engineers, technicians and project staff, including workforce planning, performance management, mentoring and professional development.
- Ensuring projects, facilities and technical operations comply with University policies, legislative requirements, regulatory obligations and industry best-practice standards.
- Leading Work Health and Safety (WHS) and risk management activities associated with project delivery, specialised facilities and technical operations.
- Managing the maintenance, reliability, calibration and lifecycle performance of specialised equipment and associated assets.
- Maintaining productive relationships with academic and professional staff, industry partners, suppliers, contractors and external organisations.
- Preparing and maintaining project, technical and compliance documentation, including reports, asset records, commissioning documentation and operational procedures.

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- Driving innovation, continuous improvement and capability development through the implementation of new technologies, systems and operational practices.
- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Qualifications recognised by Engineers Australia at Engineering Associate level or higher in a relevant engineering discipline, or an equivalent combination of qualifications, training and experience.
- Demonstrated experience leading complex engineering, manufacturing, technical or research-related projects, including planning, procurement, implementation and commissioning.
- Proven ability to manage multiple projects, priorities, budgets and resources while delivering outcomes within agreed timelines.
- Demonstrated leadership experience, including staff supervision, performance management, workforce planning, mentoring and capability development.
- Extensive experience working with specialised technical equipment, laboratories, workshops, manufacturing environments or research facilities.
- Strong project management skills, including risk management, contract management, business case development and stakeholder engagement.
- Sound financial management skills, including budget preparation, expenditure monitoring and resource allocation.
- Demonstrated ability to build and maintain effective relationships with academic and professional staff, researchers, students, industry partners, suppliers, contractors and external organisations.
- Knowledge of Work Health and Safety (WHS), risk management, compliance obligations and quality systems relevant to engineering and technical environments.
- Highly developed analytical and problem-solving skills, with the ability to exercise initiative, judgement and sound decision-making in complex situations.
- Excellent written communication skills, including the preparation of reports, business cases, presentations, technical documentation and operational procedures.
- Excellent interpersonal, negotiation and influencing skills, with the ability to work collaboratively across diverse stakeholder groups.
- Demonstrated experience implementing process improvements, new technologies or operational enhancements that improve organisational capability and service delivery.
- Experience working in a research, or technical environment within a university. (Desirable)

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