



## SENIOR PROJECT MANAGER – CAPITAL PROJECTS POSITION PROFILE

### ***PART A: POSITION DESCRIPTION***

<b>Position Title:</b>	Senior Project Manager – Capital Projects	<b>Location:</b>	National Office
<b>Group:</b>	Aspect Property	<b>Reports to:</b>	Head of Property

### ***Organisation Purpose***

A different brilliant<sup>®</sup> - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

### ***Position Purpose***

To ensure the effective delivery of a wide range of small to medium size capital property projects across Aspect's national property portfolio.

## Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Leadership and Strategy	<ul style="list-style-type: none"> <li>• Manage a diverse range of real estate related projects including new school developments, refurbishment projects and capital expenditure programs of work across NSW, Victoria and South Australia</li> <li>• Managing project design development and driving consultant teams</li> <li>• Responsible for the implementation of new autism friendly design guidelines across all projects</li> <li>• Managing and approving consultant invoices and tracking expenditure against project feasibilities and budgets</li> <li>• Assist the Head of Property to provide detailed advice and reports to the Board regarding the capital property program and the property portfolio in general</li> <li>• Demonstrate the effective leadership and management of all procedures, policies and processes in regards to the Aspect property portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Significant stakeholder engagement across Aspect business units</li> <li>• Aspect-wide capital property program developed and projects implemented as scheduled</li> <li>• Clear oversight of all programs of work including the establishment of individual project plans and reported to the Aspect Board</li> <li>• Sound reporting to all stakeholders with accuracy around time, cost and quality</li> <li>• Establish systems, processes, design principles and change management strategies for the effective project management of capital works projects</li> </ul>
Operational and Financial Management	<ul style="list-style-type: none"> <li>• Leading small, medium and large capital projects including sourcing consultants, contractors and suppliers, establishing tenders and contracts overseeing contract variations and progress claims for payment, reporting progress to the Board, Project Control Groups and funding bodies</li> <li>• Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders</li> <li>• Establish and take the lead on Project Control Groups to oversee a number of major capital works projects</li> <li>• Operate within approved budgets and financial delegations and comply with Aspect's financial and asset management policies and procedures.</li> <li>• Provide timely and accurate financial and performance reporting including progress claims, payments and variations</li> <li>• Work with other Aspect leaders and managers to put in place good systems and adequate infrastructure to support delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and maintain a network of relationships with consultants, local councils and government and other service providers that can assist in the effective delivery of capital works projects</li> <li>• Ensure all capital works projects are completed on time and within budget</li> <li>• Appropriate protocols and governance structures are established and include clear Terms of Reference for stakeholder groups.</li> <li>• Financial targets are met</li> <li>• Any variations to budget are explained on a timely basis</li> </ul>

	<p>of excellent services</p> <ul style="list-style-type: none"> <li>• Provide advice and development of effective and efficient workspaces taking into account our need for flexible, fit for the future workplaces across Aspect</li> </ul>	
Service Quality	<ul style="list-style-type: none"> <li>• Work closely and proactively with internal and external stakeholders, including the Aspect Education team, Board and Executive team, communications, finance and adult services teams</li> <li>• Develop methods for project execution and management best practice</li> <li>• Record and respond to complaints and feedback from managers, staff and others and use these to identify opportunities for improvement</li> <li>• Take responsibility for ensuring that all policy framework documentation for area of responsibility is current and accurate, and procedures/ work instructions are documented, approved and implemented for all areas of operations as per the Policy Framework procedure</li> <li>• Keep abreast of legislative changes related to area of responsibility, across all relevant jurisdictions, and act as required to ensure that Aspect remains compliant</li> </ul>	<ul style="list-style-type: none"> <li>• Aspect meets the legal requirements of leases, licences and deeds</li> <li>• Interruption to service delivery caused by infrastructure outages is minimised</li> <li>• Policy documentation is current and accurate</li> <li>• Services are compliant with legislative requirements</li> </ul>
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Provide regular and timely advice on capital works such as new projects and on upgrading existing assets</li> <li>• Represent Aspect's special interests to authorities, consultants and contractors during all stages of capital works and help resolve outstanding issues to achieve final contractual completion</li> <li>• Build and maintain effective relationships with all members of the Aspect management network</li> </ul>	<ul style="list-style-type: none"> <li>• Regular meetings are held with key stakeholders as per agreed terms of reference</li> </ul>
Safeguarding the people we support	<ul style="list-style-type: none"> <li>• Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct</li> <li>• Complete mandatory Code of Conduct training and implement into day to day operations and practice</li> <li>• Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns</li> <li>• Escalate/report other staff practices which deviate from policy/procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Code of Conduct on-line training</li> </ul>
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for own and health and safety</li> <li>• Comply with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements</li> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect</li> <li>• Exercise duty of care in the health, safety and welfare of pupils and ensure they are treated with dignity and respect</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> </ul>	<ul style="list-style-type: none"> <li>• Low or no reported incidents in work environment</li> <li>• Work, Health &amp; Safety matters are included as part of regular meetings</li> <li>• Identified hazards, issues or risks are evaluated and appropriate management controls applied</li> <li>• Monthly reports include WHS matters and are provided to project control groups</li> <li>• Appropriate compliance checks are reported to the executive and to the Board as required</li> </ul>

## **PART B: POSITION CRITERIA**

<b>Position Criteria</b>	Capabilities	<b>Collaboration</b>	Working effectively with others in Aspect (outside the line of authority) such as peers to accomplish Aspect and business unit goals and to identify and resolve problems.
		<b>Teamwork (Co-operation)</b>	Active participation in and facilitation of team effectiveness; taking actions that demonstrate consideration of the feelings and needs of others and being aware of the effects of your behaviour on others.
		<b>Planning and Organising</b>	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources.

		<b>Tolerance for Stress</b>	Maintain and model to reports a stable performance under pressure and/or opposition (such as time pressure, job ambiguity or challenging situations).
		<b>Technical/Professional Knowledge</b>	Having achieved high-level technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.
	Knowledge & Experience	<ul style="list-style-type: none"> <li>• At least five years' experience in project management across multiple projects</li> <li>• Strong understanding of all technical, financial, planning and legal components associated with project management and construction</li> <li>• Strong experience in design and design co-ordination</li> <li>• Strong track record in delivering complex capital works projects, from inception to completion</li> <li>• Strong experience executing minor works agreements, contracts and Professional Services Agreement's</li> <li>• Knowledge of local and state planning regulations and building codes</li> <li>• Sound background across all key legal documents required in managing construction projects</li> <li>• Knowledge of WHS legislation, regulations and codes</li> <li>• Demonstrated effective leadership and project management skills.</li> <li>• High-level knowledge of Excel, Microsoft Project and Word.</li> </ul>	
	Qualifications / Relevant Checks	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications in Construction, project management or related area preferred</li> <li>• Working with Children check (for all applicable states)</li> <li>• National Police Check</li> </ul>	

### **PART C: APPROVED BY**

Position Approved by: Simon King (Date) 22 September 2021

### **PART D: ACKNOWLEDGEMENT OF INCUMBENT**

I have read and understood the requirements of the position

Name: \_\_\_\_\_ (Date) \_\_\_\_\_