



POSITION DESCRIPTION

Position name	Project Manager
Employment Status	Permanent, Full-time
Load	38 hours per week, 48 weeks per year
Classification	Grade 7
Key Relationships	Reporting to the Chief Operating Officer, the Project Manager works closely with the Senior Leadership Team and the College's various Committees – in particular the Infrastructure Committee. The role has two direct reports and has direct management responsibility of the Grounds & Maintenance team. As a leadership role, key stakeholders also include staff members of the College, the students, and the broader Scotch community.

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Project Manager is responsible for management of the College's infrastructure pipeline and for the associated grounds and maintenance requirements to ensure operational readiness of our facilities.

Position Overview:

As Project Manager, you will be responsible for driving College performance through critical project planning, management and reporting of both large and small scale infrastructure projects. You will provide leadership of the Grounds & Maintenance team and provide facilities & operational support to the COO, Senior Leadership Team and other key staff as required.

With strong commercial and business acumen, you are able to translate strategic objectives and thinking into operational plans and priorities. You apply outstanding project management skills, excellent financial literacy and an innate capacity for relationship building to manage the expectations of a diverse range of stakeholders at all levels and implement projects in accordance with the College's master plan and the needs and requirements of the end user.

Key Responsibility Areas:

1. Project Management

- Facilitate the forward planning, preparations and implementation of the College Infrastructure Master Plan
- Drive monthly project status reporting to enable the COO, Senior Leadership Team and committees to facilitate critical decision making
- Develop, deliver and manage the year on year capital expenditure program, maintaining robust prioritisation models with clear communication to all stakeholders
- Manage key internal and external stakeholders, including management of subcontractors and suppliers, in the execution and successful delivery of the College's capital expenditure program

2. Technical Excellence

- Lead Infrastructure and Grounds & Maintenance functions (including projects) in the execution of their day to day activities and the coordination of internal capital works activities, consistent with our strategy, masterplan and regulatory requirements
- Undertake facilities management to ensure that all built infrastructure meets the needs and requirements of the end user
- Professional leadership and career development of staff in direct reporting functions

3. Community Relationships

- Manage stakeholder and community expectations (customer service, value, quality, campus presentation, etc), seeking to understand diverse perspectives and proactively addressing issues
- Support the College community as a sought-after advisor, offering technical expertise, advice, guidance and support that demonstrates an awareness of stakeholder needs and expectations

4. Leadership and Values

- Lead by example to direct reports and their teams
- Role model of Scotch values
- Use collaboration as a key vehicle for change
- Secretary for the Infrastructure Committee and participation in other Council sub-committees as required
- Other tasks as required to support the College leadership framework

5. Strategy and Culture

- Contribute to the development and implementation of College strategy and to a culture of engagement and high performance
- Model and drive compliance with organisational policies, with a focus on Privacy and WHS

6. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

Key Selection Criteria: Qualifications, Skills and Experience

Essential experience

- Project management of significant infrastructure projects and/or portfolio's or similar.
- Working in a complex stakeholder management environment
- Knowledge of grounds and maintenance activities
- Knowledge of facilities management requirements

Qualifications, skills and knowledge

- Tertiary qualifications in project management.
- Excellent business acumen and financial aptitude, specifically management of capital expenditure budgets
- Exceptional problem-solving skills
- Management and interpersonal skills to work collaboratively with all stakeholders
- Advanced digital literacy

Key Selection Criteria:

- Proven ability to manage infrastructure projects
- Experience in the management of expenditure budgets, including reporting and implementation of critical decisions to facilitate desired outcomes
- Demonstrated knowledge of the management of grounds and maintenance activities
- Proven ability to develop and maintain effective relationships
- Previous success in people management, coaching and supervision
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a community to achieve successful outcomes
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks
- Well-developed problem-solving skills and proven experience in creating solutions
- Ability to translate strategic plans and thinking into operational plans and priorities
- Outstanding verbal and written communication skills
- Strong self-awareness and self-management skills, including the ability to effectively manage own performance and outcomes whilst fostering wellbeing during times of peak workload or stress
- A high degree of professional judgement and confidentiality
- Demonstrated commitment to continual professional and personal development

Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Willingness to work flexible hours to service the College's various activities, which may include evening and weekend work as required.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some reasonable out of hours work and 'on-call' arrangements. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.

Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.