Position Description
Development Planner, Capital Programme
Facilities Management, Division of Finance and Operations

Level: 9  Date: February 2015
School/Unit: Facilities Management  Faculty/Division: Finance and Operations
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POSITION SUMMARY
The physical environment of UNSW is a key resource that supports the University in achieving its aspiration to continuously improve its position as a leading research intensive university in the Asia Pacific region.

In support of this, the Development Planner will undertake independent project planning, brief development, design management and co-ordination of substantial and broad ranging capital projects (small to large size projects) generated from within the portfolio of Capital Programme. Provide detailed project reporting and engagement with internal and external stakeholders. Liaise with project managers, university stakeholders and consultants to ensure all projects are completed in accordance with the approved brief, budget and program and align with UNSW and Facilities Management (FM) strategic intent.

This role also calls for the provision of high level research, analysis and written advice to the Manager, Capital Programme and the provision of effective communication between the Manager and relevant staff within Facilities Management.

ORGANISATIONAL ENVIRONMENT
Facilities Management provides a range of services and advice to all Faculties and Divisions on the Kensington campus as well as the sub-campuses. It does this by providing campus planning, infrastructure planning, development, construction, refurbishment, maintenance and environmental management. Facilities Management also provides a wide range of logistic and associated services to ensure a safe and secure campus environment.

Website: http://www.facilities.unsw.edu.au/

Facilities Management is responsible for approximately 500,000 square metres of space over 300 buildings across its Sydney campuses as well as the University College (ADFA) Canberra and a number of research stations in other parts of New South Wales. The total
replacement cost of assets under the control of Facilities Management is in the order of $2 Billion.

The major functions of the Capital Programme encompass planning and delivery of all construction projects up to a value of $10 million (including new buildings, rehabilitation, alterations and additions, major repairs and infrastructure, external works and energy projects). It is also responsible for enhancement of the campus' physical environment through planning and integration, development and provision of strategic advice on corporate real estate, asset management (including energy) facilities planning and project/services procurement.

The Capital Programme Group is one of six major functional areas within Facilities management, reporting to the Director, FM, the others being:

- Strategy and Business Systems
- Asset Management
- Campus Services
- Property Management
- Planning and Development

Statistics
The University's Capital and associated projects have an annual average expenditure within the range of $30 to $40 million.

There are ~50 projects across the 3 year rolling program. These projects generally comprise multiple lower value projects, within the range of $50,000 to $5 million.

Reporting Relationships
Supervisor's title: Manager, Capital Programme: Planning and Delivery

Other positions reporting to the supervisor: Senior Project Managers x3, Project Manager, Infrastructure Project Manager, Development Planner.

Positions reporting to this position: Nil
In addition, the Development Planner will have detailed and ongoing liaison with the Development Planner, Project Managers as well as Facilities Management staff, Deans, Heads of Schools, senior managers, consultants and contractors, including consultation at the highest level with managers and staff of all areas of UNSW stakeholders.

KEY DUTIES & RESPONSIBILITIES

- Develop and foster relationships with Faculties and Divisions in a University context so as to manage client expectations and produce mutually desirable outcomes.
- Contribute strategically as a core member of Capital Programme team and assist in the development of business cases and to ensure the allocation and alignment of resources to departmental goals particularly in relation to project inception and brief development and design management, including space allocation and promotion of good space management with clients;
- Ensure the effective application of space policies and guidelines in projects and assist with developing, managing and updating the space allocation guidelines;

- Capital works program – business driven and minor capital works projects:
  - Assist in the development, via consultation with University stakeholders, Project Managers and FM Asset Management, of an annual capital works program for business driven projects for UNSW including assessment of cost and program;
  - Manage the inception, brief development and planning phases of the program, so as to meet both the client’s goals and those of the University Executive;
  - Facilitate the delivery of the program via strategic support to project managers in issues of brief articulation, accommodation standards, space planning, design management, finishes selections, safety in design and stakeholder management, to ensure brief requirements are met; and
  - Assist with change management resulting from the new capital works projects that implement new space allocation models for staff.

- Provide detailed and timely advice and reporting to the Capital Programme Manager, Planning and Delivery on all relevant project matters; ensure that project issues are resolved and that agreed actions and desired outcomes are communicated appropriately;

- Manage, lead and/or actively participate in project work groups and committees involving clients/stakeholders, consultants, contractors and staff so as to achieve effective project co-ordination;

- Collect, review and distil accommodation data to provide high level strategic advice to the Manager, Capital Programme, senior management group and others as required.

- Apply appropriate UNSW and FM project policies and procedures in the co-ordination, execution and review of allocated projects to ensure public accountability;

- Monitor and report on the performance of consultants and contractors to achieve continuous improvement in project delivery, including coordination of post occupancy evaluations at the end of project to ensure build quality and fitness for purpose;

- Provide detailed, accurate and consistent project and financial reports/information to support the Manager, Capital Programme: Planning and Development and FM Senior Management in achieving Facilities’ Management objectives;

- Cooperate with all health and safety policies and procedures of the University and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the University and project risks are managed; and

- Knowledge of equal opportunity principles.
Essential

- A degree in architecture or a related discipline including demonstrated relevant experience with diverse projects in a complex environment;

- Demonstrated knowledge of and experience in complex and demanding planning work with strict time/budget constraints, particularly within a major corporate or institutional environment;

- Excellent interpersonal, written and verbal communication skills, with proven experience in negotiation, client relationship management and teamwork to achieve desired outcomes;

- Strong analytical and conceptual skills – ability to research, assess and synthesize issues and develop clear strategies, methodologies and outputs;

- Outstanding demonstrated experience in business case development and financial analysis;

- Experience in managing high level planning and design management of strategically focussed projects, and an understanding of capital works planning and implementation processes, including consultant selection, engagement and management;

- Demonstrated ability to work independently, taking appropriate initiative and with an organised, proactive and flexible work approach;

- Proven experience in project development, change management, and consultant selection and management;

- Effective leadership capabilities in a team environment and a demonstrated capacity to establish and build relationships;

- Proficiency in relevant computer applications applicable to the planning, reporting and delivery of development projects; and

Demonstrated ability to implement and manage anti-discrimination and equal opportunity policies and programs, and health and safety policies and safe work practice.

Desirable

- Demonstrated previous experience in a tertiary education environment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.