
PROJECT MANAGER - FACILITIES

OCTOBER 2021



Location:	Parkville
Division:	Business Transformation
Classification/ Salary Range:	Commensurate with skills and experience plus superannuation and access to salary packaging
Employment type:	Full Time fixed term position available for 12 months
Position reports to:	General Manager, Business Transformation

1. POSITION SUMMARY

The Project Manager will lead and assist in the design budgeting, scheduling and coordination of facilities strategic plan, management and development projects that contribute to improved young person care, operational effectiveness, and a profitable environment.

The role will manage all efforts related to programming, planning, design, budget development, construction and activation of assigned Orygen facilities projects under the sponsorship of the COO and Delivery direction of GM Business Transformation. The Project Manager will oversee the coordination between design consultants, contractors, and key users, as well as ensure completion of the project within budget, on schedule and successfully meet all program objectives and appropriate regulations. The role will act as liaison between the users and all project participants including consultants, contractors, vendors, and outside jurisdictional agencies. The Project Manager will also manage requested changes, oversee work of the project team (consultants, contractors, and other staff), and tracks project progress, costs, and other deliverables.

The role will work effectively as a team member within the transformation team and with the business to provide quality service to Orygen through communication, cooperation and collaboration.

2. POSITION CONTEXT

The outcomes of the Royal Commission into the Victorian Mental Health System enable a revolutionary new era of reform in mental health that will at last see youth mental health progress in the direction that we have pioneered together over the past 30 years.

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.

- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.
- A policy think tank drawing on Orygen's research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people.

4. KEY RESPONSIBILITIES AND OUTCOMES

The Project Manager – Facilities will:

- Provide leadership and supervision to assigned consultants (architects, engineers, contractors, etc.).
- Implement quality control measures to ensure project compliance with Orygen policies, and government codes and regulations. Ensures conformance to these requirements by project participants.
- Maintain communications on a regular and timely basis, ensuring that all project participants are informed of project status, problems and required actions.
- Manage the review and approval process to ensure appropriate approvals of all design work from schematic studies through final construction documents and related field changes and changes in scope.
- Verify request for payments, claims and scope changes are accurate, justified and/or compliant.
- Utilise project management tools to achieve project objectives.
- Manage the selection process and contract negotiations for consultants, contractors and vendors.
- Develop and manage accurate project schedules.
- Manage, control and track project budgets.
- Manage the business Change Request process with design consultants, contractors, vendor, and other project participants.
- Demonstrate the ability to consistently perform assignments on time and participates in department meetings.
- Demonstrate effective planning by anticipating problems and resolving them before they adversely impact projects; set appropriate priorities to achieve desired outcomes.
- Initiate appropriate action in urgent situations by adjusting priorities to address immediate issues.
- Motivation to meet or exceed project and department expectations for work performance.
- Comply with Orygen and health guidelines and standards and all appropriate government codes and regulations; ensure project compliance with safety standards.

- Ensure project compliance with facilities infection control procedures; ensure design standards are maintained.
- Maintains accurate, coherent, timely and auditable project records/files in accordance with project and Orygen procedures.
- Comply with and support others to comply with Orygen's policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

5.1 Essential

- Bachelor degree in Engineering - Building Science, Architecture, Interior Design or related field and extensive related experience.
- Demonstrated provision of management expertise delivering complex program or large/complex facility management and optimisation initiatives (ideally within the health services).
- Highly developed experience in leading and supervision to assigned consultants (architects, engineers, contractors, etc.).
- Extensive experience covering review, assessment and project management of all design work from schematic studies through final construction documents and related field changes and changes in scope.
- Previous experience in the management and accountability for a project team of 5-10 specialists or work stream team staff for delivery of project/work stream specific deliverables.
- Demonstrated ability to liaise and consult with staff at all levels, and build and maintain effective working relationships with a range of stakeholders.
- Highly developed organisational skills and the ability to work under pressure in a team environment to meet deadlines.
- A capacity to work independently in a fast-paced environment, work to appropriate timelines and demonstrate advanced problem-solving abilities.

6. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- In line with Government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.

7. ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name:	
Signature:	
Date:	