

## POSITION DESCRIPTION

### Project Manager

<b>Reports to:</b>	Campus Development Manager
<b>Division:</b>	Property Services
<b>Tenure:</b>	Permanent
<b>Location:</b>	Hamilton Campus
<b>Date:</b>	March 2026

#### Vision

Ko te tangata

A research-intensive university providing a globally connected, innovative and inclusive studenty experience in an environment characterised by a commitment to diversity, respect for Indigenous knowledge, and high levels of community engagement.

#### Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori
- Acting with integrity
- Celebrating diversity
- Promoting creativity

## 1. GENERAL

The Property Services team forms part of the Corporate Services Group and manages the University's corporate estates portfolio to create an environment that strongly supports the operational and strategic goals of the University.

The Property Services Division is comprised of two portfolios:

### Campus Development and Infrastructure

- Campus Development which provides strategic leadership in the ongoing development and management of the University's Campus Development Plan. This includes oversight and management of significant infrastructure projects, ensuring that all developments align with the institution's long-term vision and operational requirements.
- Space Planning and Management which is responsible for the strategic planning, allocation, and management of campus spaces to ensure optimal utilisation.

### Campus Operations and Risk Management

- Facilities, Infrastructure, and Grounds Maintenance including not only the ongoing upkeep of all buildings and outdoor spaces but also the strategic stewardship of the University's physical assets to support the University's operations and long-term sustainability.
- Services which include fleet operations, mail handling, portering, and cleaning. These services are essential to the daily functioning of the University, contributing to organisational efficiency and a high standard of campus upkeep.
- Campus Security and Emergency Management which ensures the safety and wellbeing of all members of the University community through robust security measures and preparing for potential emergencies.
- Responsibility for University enterprise risk management activities and travel portfolio.

## **2. POSITION PURPOSE**

The Project Manager manages allocated University capital and special projects programme as directed and acts as the University's representative and to protect the University's best interests in matters relating to costs, time, and quality, including providing liaison with legal advisors, contract supervision, project investigations, costings, planning programming and submissions.

To contribute to the strategic leadership in the development and management of the Campus Development.

Unit's strategic and operational plans and contributes as follows:

- Capital development.
- Project management.
- Sustainability, environmental, space planning and asset management.
- Capital expenditure, refurbishment, and renewal planning.
- Financial management.
- Infrastructure planning.
- Procurement, design, and construction.
- Risk and audit.

## **3. FUNCTIONAL RELATIONSHIPS**

**Internal:** Director Property Development & Infrastructure  
Director Campus Operations & Risk Management  
Project Management Office / Campus Development team  
Property Services Leadership Team  
Vice Chancellors Office  
PVC's / Deans /Directors (Divisions)  
Safety & Wellness team members  
Other University staff Students

**External:** Key stakeholders  
Local Territorial Authorities, community groups and commercial organisations  
Other stakeholders (including architects, consultants, building contractors, legal advisors)

## 4. KEY RESPONSIBILITIES

### Service Delivery Performance

- Plan, lead, and manage assigned projects on a day-to-day basis.
- Develop and manage project plans, identifying dependencies, resources and timeframes, resources required to complete the project successfully.
- Monitoring and tracking tasks, following up actions and escalating to the Campus Development Manger where necessary.
- Ensure projects are planned and delivered to plan, budget and quality criteria.
- Leading project planning sessions.
- Coordinating staff and internal resources.
- Active identification and management of project risks and issues.
- Preparation of project documentation, including governance reports, status reports, risks, and presentations.
- Forward planning and coordination of meetings, agendas, and minutes.
- Monitoring progress, identifying emerging issues, risks, and problem-solving ensuring all approval processes and any other programme-agreed processes, procedures, standards, and guidelines are followed.
- Identify the impacts of any time slippage and escalate where the project is not able to meet timescales.
- Liaise with project teams to ensure workarounds meet Property Services criteria
- Responsible for ensuring the administration of projects is correctly managed in the system with all required information.
- Maintain accurate files and systems to ensure Property Services standards, policy and procedures are maintained.
- Maintain an overview of budget requirements and expenditures of suppliers, identifying potential financial problems and their implications.

### Team Contribution

- Work effectively as a member of the Project Management Office to support other team members and provide support and/or coverage of functions.
- Work collaboratively to encourage transparency across activities, open sharing of knowledge, and the building of positive relationships to support a high-performance culture.
- Work with other team members on projects.
- Support a positive culture and morale.
- Participate in the maintenance of a safe and healthy work environment for self and others. Contribute to the hazard management programmes.
- Comply with and undertake responsibilities set out in the University's Health and Safety Policy.

## **Continuous Improvement**

- Actively contribute to the ongoing development and improvement of Campus Operations systems and processes.

## **Health & Safety**

- Provide data and feedback to support the maintenance and communication of Health & Safety key performance indicators.
- Participate in the maintenance of a safe and healthy work environment for self and others. Contribute to the hazard management programmes.
- Undertake line manager health and safety responsibilities as set out in the University's Occupational Health and Safety Policy.
- Maintain and develop safe working practices.

**NOTE:** Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager.

## **5. PERFORMANCE STANDARDS**

The Project Manager will be performing satisfactorily when:

- Consultants are briefed in detail, know the University's needs or views.
- The University's interests are protected. Financial control is maintained.
- Projects are completed on time, within budget and to the required quality standards, including compliance with all relevant Acts and Regulations.
- Co-ordinate detailed requirements in accordance with the overall brief and budget limits.
- Ensure University's job-specific and general requirements are met.
- Ensure client needs are met but not exceeded in relation to the requirements of the project.
- Contribution and feedback are given.
- The University's requirements in a changing environment are always up to date.
- Preparation of updated reports for submission to appropriate authorities.
- Staff are adequately directed and supervised and receive necessary training and support.
- Report on contractor and consultant performance.
- All fiscal management of purchases, tasks and projects is properly handled at the appropriate level. Approve contractors and suppliers.
- Ability to re-mediate, recover critical shortfalls or risk manage, whether via poor planning, document errors, co-ordination, failures, poor teamwork, skill shortage, loss of key personnel or failure in supply chain and or delays on approvals/consents.
- Interactions in the course of performing duties are conducted professionally, respectfully and collaboratively.
- Valuable contribution and participation in relevant meetings and/or projects is provided.
- Advice provided complies with professional standards, University policies and procedures and supports the University's strategic objectives.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

# PERSON SPECIFICATION

## EDUCATIONAL QUALIFICATIONS

### Essential

- Proven, recent, hands-on experience in project management methodologies and practice, ideally in a transformational setting
- Tertiary qualification in a relevant field
- Minimum 2 years' experience in project coordination and project management
- Demonstrated communication and facilitation skills

### Preferred

- Experience of working for or in a Tertiary Organisation
- A qualification in construction contract administration would be highly desirable.
- MS Project skills and experience
- Demonstrated experience in delivering diverse projects with multiple stakeholders to time and budget

## SKILLS, KNOWLEDGE and EXPERIENCE

### Essential

- Demonstrated ability to communicate with a wide range of people at all levels and to compile clear and succinct reports, this includes communicating with the public, university staff, students, and stakeholders.
- Extensive relevant experience in the building industry including project cost management experience.
- Previous experience in the capital works field including project investigation, costings, planning, programming and liaison with architects and consultants.
- Computer knowledge as it applies to the construction field. Competence with conventional computer spreadsheet software.
- Demonstrated successful experience in managing projects and contracts in a facilities or construction related environment and willingness to accept responsibility, and ability to work unsupervised.
- Demonstrated ability to build rapport, develop and maintain positive and productive collegial relationships and support others in achieving outcomes and making change.
- Demonstrated experience in financial management processes and budget maintenance.
- Ability to apply information and communication technologies to achieve desired outcomes and maintain and update those skills.
- Able to demonstrate excellent oral and written communication skills.
- Ability to investigate and solve problems, analyse, and interpret data/statistics, synthesise diverse and complex information, clearly present results and make recommendations.
- Excellent planning, organisational and time management skills with the ability to set priorities and manage a complex workload with multiple deadlines.
- Good negotiating skills, and the ability to influence others.
- Demonstrated experience in managing staff, contractors, and supply chain.
- Sound analytical, facilitation and resource management skills.
- Proven understanding of risk management in a large complex organisation
- Can demonstrate sound knowledge of Building and infrastructure projects and project management.
- Attention to detail and ability to demonstrate strong organisational and project management skills.

- Able to demonstrate ability to conceptualize a total project portfolio and follow through to its completion.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.
- Current full driver's license.

#### Preferred

- Experience of project management in a tertiary education or related commercial construction sector.

#### **PERSONAL QUALITIES**

- Adaptability and a positive attitude.
- Ability to balance a complex and varied workload.
- Ability to work effectively and collaboratively with others.
- Commitment to customer service and quality delivery.
- Ability to maintain performance under pressure and meet deadlines.
- A proactive approach to planning and delivery of work streams.
- Sound judgement, the ability to quickly assess options and make decisions for the organisations benefit.
- Ability to both works autonomously and as part of a team and lead by example.
- Ability to work under pressure and meet deadlines.
- Ability to constantly re-prioritise goals and workload.
- Able to think logically and have an ethical approach.
- Resilience tenacity and commitment.
- Flexibility, adaptability, positive attitude to change, able to develop creative solutions.
- Commitment to a culture of openness, flexibility, and co-operation to achieve excellence in academic programmes, research, and service.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi.