

Senior Program Manager (Infrastructure and Major Projects)

Classification: SSC

POSITION NUMBER	952034
POSITION REPORTS TO	Director, Project Delivery
COLLEGE / PORTFOLIO / DEPARTMENT	Infrastructure & Major Projects
LOCATION/CAMPUS	The position is currently located between the Footscray Park Campus & City Tower Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

OVERALL PURPOSE

The position of Senior Program Manager is responsible for strategically leading the successful delivery of University-wide transformational built form projects, infrastructure programs and major capital projects in alignment with the University's strategic, commercial, operational, quality, safety and environmental objectives.

The role provides expert leadership, governance oversight and strategic advice across all phases of program and project delivery, while managing complex stakeholder relationships, significant financial resources and multidisciplinary teams to achieve sustainable and value-for-money outcomes.

ORGANISATIONAL ENVIRONMENT

Victoria University's Strategic Plan 2022-2030, Start Well, finish brilliantly, commits the University to the bold ambition to be one of the leading impact-driven universities in the world by 2030.

VU is one of six Australian universities offering both TAFE and higher education, with campuses in Melbourne, Brisbane, and Sydney. VU is recognised for pioneering educational innovation, notably through the VU First Year College® and the VU Block Model®, which deliver exceptional student support and focused, learner-centred teaching. VU leads Victoria in student experience, teaching quality, peer engagement, and skills development (QILT 2023).

VU is renowned for its areas of research specialisation, strongly aligned to its TAFE and Higher Education offer, these include Sports and Exercise Science (ranked 7th in the world) as well as Policy Studies, Water; Green Research translation; Immunology and Early Childhood Education, to name a few.

VU has a strategic commitment to being a thriving place to study and work and to progressive inclusivity and diversity. We are one of Australia's most culturally and socially diverse universities, and our international students are highly valued contributors to the VU community.

People and Culture use only

Date Updated

Date Classified

19 May 2026

OUR VISION

To be one of the leading impact-driven universities in the world by 2030.

PURPOSE

Victoria University emboldens its people to design their future and has a deep Commitment to Protecting Country.

STRATEGIC DRIVERS

To achieve our vision, we have identified five Strategic Drivers, with a high-level objective, and the goals to get us to our 2030 target. Our vision is big and ambitious. It is also achievable.

1. Learner-centred for life
2. Partnering with Principle
3. Maximising Research with Impact
4. Protecting Country
5. A Thriving Place to Study and Work

Commitment to Protecting Country:

Victoria University honours its deep diversity as a foundation for collaboration and social progress. We will demonstrate sensitivity in respecting First Nation perspectives. We will ensure that we respect our Indigenous voices and commit to sustainable Protecting Country. We will take leadership responsibility, in all that we do, to improve the health and wellbeing of our local and global communities, and the planet that we share.

Commitment to Diversity and Inclusion at VU:

Victoria University believes that diversity of the workforce adds value to the University and creates a stronger, richer working environment for everyone. We are committed to making reasonable adjustments to ensure that our employees have positive, barrier-free work environments that accommodate their access needs. Employees who require adjustments are encouraged to discuss their needs with their line manager.

The University is a Child Safe organisation. The incumbent in this role will be required to hold a current Working with Children Check (WWCC).

Infrastructure and Major Projects

The Infrastructure and Major Projects Team manage the VU property portfolio from setting up the Strategic Alignment to Property Development & Project Delivery. Projects range from \$10m to \$300m and are delivered under a variety of procurement models.

MAJOR CHALLENGES / FREEDOM TO ACT

This position reports to and receives broad direction and oversight from Director, Project Delivery and operates within the University policies, procedures and guidelines.

Major challenges of this role include:

- Planning and managing the delivery of high value University wide transformational built infrastructure projects, developed aligned with the University's strategic direction, and industry best practice standards.
- Exercising significant independent judgement while navigating complex University governance structures to achieve strategic outcomes.
- Developing influential relationships and driving decision-making outcomes with senior stakeholders across the University and external industry partners.
- Providing proactive strategic advice, assessing implications of emerging developments, programs and projects within the built infrastructure environment, and identifying opportunities to optimise outcomes for the University.
- Manage significant resources, including multi-disciplinary teams of internal & external parties and capital budgets to efficiently deliver on key objectives with emphasis on value for money.

MAJOR DUTIES PERFORMED

In performing the following duties the incumbent is required to comply with quality assurance policies and procedures, other relevant legislative requirements applicable to the University and best practices relating to facilities / building construction program / project management.

Program / Project Delivery

- ◆ Provide strategic leadership and accountability for the successful delivery of assigned major programs and/or projects with responsibility for ensuring all stages are resourced, budgeted, tracked and reported within set timeframes and appropriate KPI's.
- ◆ Execute plans and processes to maximise commercial outcomes and business performance.
- ◆ Prepare and present high-level strategic reports, business cases and recommendations to senior stakeholders and University governance bodies across all project phases.
- ◆ Develop and maintain program/project specific communication strategies to ensure that the University community, including University Governance, is regularly informed on the progress.
- ◆ Ensure appropriate program / project governance is implemented and managed throughout life to the program / project.
- ◆ Manage procurement activities including preparation of tender documentation, evaluation, negotiation, and probity-compliant processes, and oversee procurement of resources and services in accordance with contractual requirements.
- ◆ Ensure completed programs/projects achieve agreed delivery outcomes, statutory compliance and University quality and performance standards through effective governance and review processes.

Strategic Leadership

- ◆ Contribute to and influence strategic planning and capital development priorities through expert advice, complex problem solving and informed decision-making.
- ◆ Manage the planning and approval of programs / projects to achieve strategic objectives whilst linking programs/projects in a sequential manner to reduce capital costs and ensure business continuity through the analysis of existing or proposed capital development plans.

- ◆ Provide high level advice on the management and acquisition of land and building assets in order to maximise return on investment and meet the University's long term property objectives.
- ◆ Contribute to the strategic direction, policy development and continuous improvement of the University Property Portfolio.
- ◆ Lead and influence multidisciplinary teams to achieve best-practice outcomes in capital planning, governance and project delivery.
- ◆ Provide expert leadership in commercial, legal and due diligence matters relating to major capital developments, property transactions and infrastructure delivery.

Financial & Risk Management / Planning

- ◆ Proactively identify potential risks and issues for the programs / projects, analyse the impacts and implement mitigation strategies and contingencies to manage risks via the development and maintenance of a program/project risk register and University policies.
- ◆ Regularly manage, forecast, monitor, control and report on program / project health including budget / cost estimates / cashflow / timelines / milestones / quality / risk throughout the life of the program/project and take timely corrective action to ensure that all programs/projects are delivered within budget, are fit for purpose and ensuring financial performance remains on track.

Staff Resources & Stakeholder Management

- ◆ Lead and manage direct and indirect reports and multidisciplinary teams (including staff, contractors and consultants) across feasibility, design, construction and commissioning.
- ◆ Develop and maintain influential relationships with senior internal and external stakeholders, including Government agencies, to support strategic decision-making, stakeholder confidence and successful project outcomes.

Building Infrastructure Sustainability

- ◆ Identify the impact of sustainability requirements on building infrastructure design and development outcomes, including financial and program impacts.
- ◆ Ensure that projects adopt sustainable design solutions in accordance with the University's Sustainability Plan, having regard to the application of environmental law and planning policy as it relates to sustainable development.

Occupational Health & Safety

- ◆ Identify, assess, prioritise and control risks to the health and safety of staff, students, visitors and contractors to the environment arising from the operation of the area under their responsibility, and ensure that a safe system of work is developed and followed through appropriate training, supervision and monitoring in line with the annual OHS Plan.

SELECTION CRITERIA

Essential

1. Knowledge or training equivalent to: Relevant postgraduate qualifications (relevant to built infrastructure major project/program management) and equivalent combination of professional experience in a leadership role at a senior level.
2. Extensive experience in leading the successful delivery of facilities related major infrastructure programs/projects in a tertiary education environment or similar complex organization/multi-site environment.
3. Demonstrated ability to manage end-to-end delivery across feasibility, planning, design, procurement, construction, and commissioning stages, ensuring outcomes are delivered on time, within budget, and to required quality standards.
4. Extensive experience in engaging, managing and motivating a diverse team of internal stakeholders, consultants and contractors (architects, building contractors, surveyors, project resources etc.) to efficiently deliver objectives.
5. Highly developed interpersonal and communication skills with demonstrated ability to develop and maintain influential relationships with senior stakeholders, consultants, and government authorities.
6. Proven experience preparing high-level reports, business cases, briefing papers, and strategic recommendations for executive and governance audiences.
7. Proven ability to successfully conduct complex negotiations, manage contracts and effectively communicate with clients, consultants, authorities and other project related bodies.
8. Proven ability to analyse complex problems, identify critical issues and develop strategies for delivering solutions.
9. Comprehensive knowledge of project management and regulatory requirements in the building industry (including National Construction Code NCA, Building Code of Australia BCA, Victorian Building Regulations, Workcover, OH&S).
10. Experience in and knowledge of property and building regulatory requirements, planning and construction law, project management and emerging trends in the property and building industries with an ability to prepare high level strategic planning, policy and briefing documents which are well defined and able to communicate complex ideas to diverse audiences.
11. Sound knowledge of and commitment to OHS principles with a demonstrated ability to integrate and implement these at the strategic level.
12. Demonstrates strong leadership in the support and development of VU capabilities and values.

Desirable

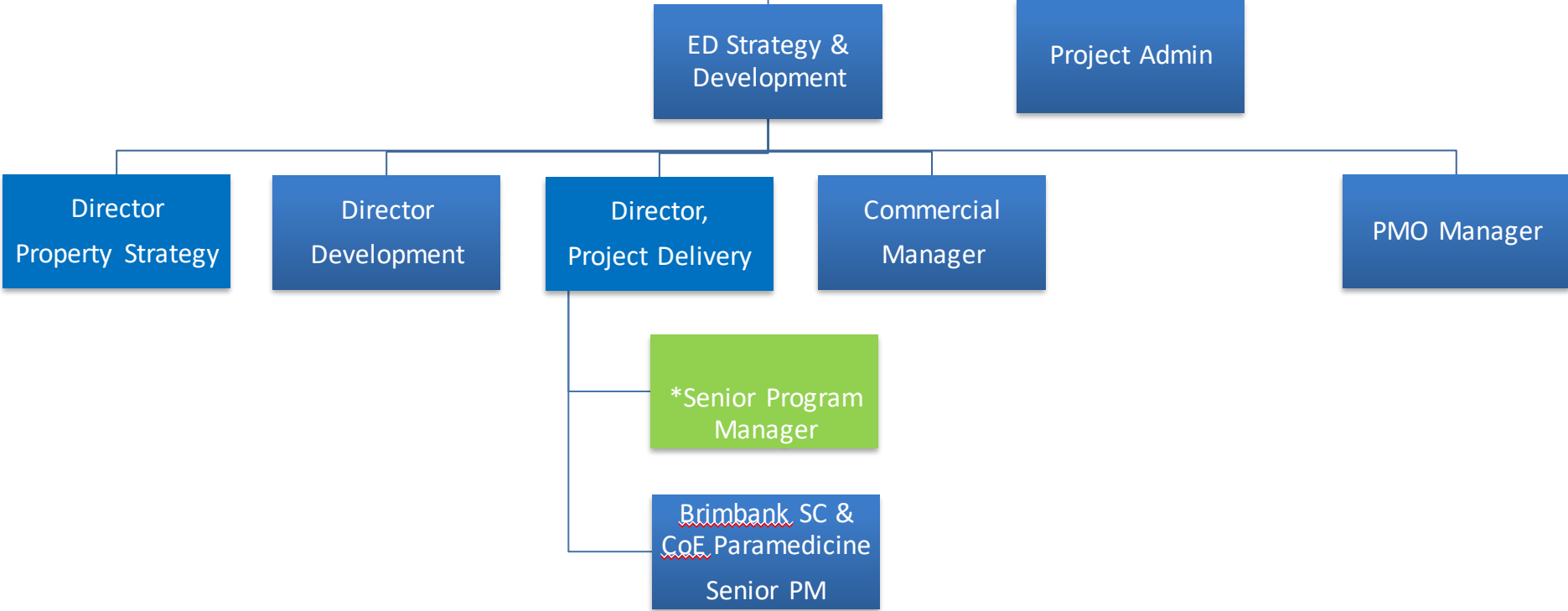
1. Understanding of sustainable infrastructure practices and accreditation
2. Understanding of IT infrastructure / operations.

Pre-Employment Requirement:

- Provision of evidence of a valid Working with Children Check and willingness to obtain a Police Check
- Evidence of eligibility to work in Australia including evidence that any required immigration visas have been obtained.
- :All VU Employees must provide response to the University's Gender Base Violence Pre-screening Questionnaire

ORGANISATIONAL CHART

INFRASTRUCTURE & MAJOR PROJECTS



*denotes position