SYDNEY GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION TITLE: Project Manager Facilities

RESPONSIBLE TO: Head of Facilities

EMPLOYMENT: Full-time, Fixed-term Contract

ABOUT THE ROLE

The Project Manager is responsible for the planning, procurement, delivery, administration, governance, and successful completion of capital works, infrastructure, remediation, refurbishment, and campus development projects across Sydney Grammar School.

The role works closely with the Head of Assets & Facilities to deliver the School's Master Plan and associated capital works programs, ensuring projects are aligned with the School's strategic objectives, operational requirements, budgetary constraints, and long-term asset management goals.

The Project Manager acts as the School's representative throughout the project lifecycle and is responsible for project delivery, contractor governance, compliance management, financial administration, stakeholder engagement, and project reporting from concept through to final handover.

KEY RESPONSIBILITIES

Capital Works & Project Delivery

- Manage the delivery of capital works, refurbishment, remediation, fit-out, infrastructure, and campus development projects from concept through to completion.
- Prepare project briefs, scopes of work, budgets, programs, procurement strategies, and project delivery plans.
- Coordinate consultants, architects, engineers, certifiers, contractors, and specialist advisors.
- Manage design development, authority approvals, construction works, commissioning, practical completion, and defects liability periods.
- Ensure projects are delivered safely, on time, within budget, and to the required quality standards.

- Monitor project progress and contractor performance against approved programs and contractual obligations.
- Manage project risks and implement mitigation strategies.
- Review and assess contractor claims, variations, extension of time requests, and project documentation.
- Coordinate project handover to the Facilities Team.
- Act in the Head of Facilities role during periods of leave to ensure business continuity

School Master Plan Delivery

- Work in partnership with the Head of Facilities and Assets to implement and deliver the School's Master Plan.
- Assist in the development, prioritisation, planning, and delivery of projects identified within the Master Plan.
- Support strategic campus planning and infrastructure improvement initiatives.
- Provide project management expertise for future development opportunities across all School campuses.
- Monitor and report on Master Plan project delivery and progress.
- Assist in preparing business cases, feasibility studies, project budgets, and delivery strategies.
- Ensure all projects support the School's long-term asset management objectives.

Contractor Management & LinkSafe Governance

- Manage the School's Contractor Management Framework.
- Administer and maintain contractor compliance through LinkSafe or equivalent contractor management systems.
- Ensure contractors maintain current licences, insurances, certifications, SWMS, inductions, and other required compliance documentation.
- Review and approve contractor submissions prior to works commencing.
- Ensure all permits to work, hot work permits, high-risk work permits, access permits, and relevant approvals are in place before works commence.
- Conduct contractor compliance audits and performance reviews.
- Monitor contractor performance against contractual and School requirements.
- Investigate and address contractor non-conformances and safety breaches.
- Ensure contractors comply with School WHS policies, procedures, and site-specific requirements.
- Work closely with the Facilities Team to minimise disruption to School operations.

Financial Management & Procurement

- Prepare and manage project budgets and cost plans.
- Monitor project expenditure and forecasts.
- Raise Purchase Orders (POs) for all approved project works in accordance with School procurement procedures.
- Track committed and actual project expenditure.
- Review contractor progress claims and invoices.
- Verify completed works before payment approval.
- Manage tender processes and contractor procurement activities.
- Provide accurate project financial reporting and forecasting.
- Identify opportunities for cost savings and value engineering.

Project Systems & Administration

- Utilise the School's project management, asset management, and facilities management systems to track and monitor all projects.
- Maintain complete project records including:
    - Contracts
    - Variations
    - Purchase Orders
    - Financial approvals
    - Project schedules
    - Authority approvals
    - Warranties
    - Manuals
    - Certifications
    - As-built documentation
- Ensure all project information is accurately recorded and maintained.
- Develop project dashboards and reporting systems.
- Prepare regular status reports for the Head of Facilities and Assets and Executive Leadership Team.

Compliance & WHS

- Ensure all projects comply with relevant legislation, regulations, Australian Standards, Building Code requirements, and School policies.
- Monitor project compliance throughout the project lifecycle.
- Coordinate authority approvals and certifications.
- Ensure appropriate risk assessments are completed.
- Participate in project safety reviews and inspections.
- Ensure all contractor activities are undertaken safely and in accordance with School requirements.
- Support investigations into incidents, hazards, and non-compliance issues relating to project activities.

Reporting & Governance

- Develop and maintain project governance frameworks.
- Prepare project reports for the Head of Assets & Facilities
- Escalate project risks, delays, budget issues, and contractual matters.
- Prepare reports and recommendations for Executive Leadership and Board Committees as required.
- Coordinate project approvals and governance processes.
- Manage project change control processes and variation approvals.

KNOWLEDGE, SKILLS & EXPERINCE

- Degree or tertiary qualification in Project Management, Construction Management, Engineering, Building, Architecture, Quantity Surveying, or a related discipline.
- Demonstrated minimum of 10 years' experience delivering capital works and construction projects.
- Strong understanding of project management methodologies and construction delivery processes.
- Experience managing consultants, contractors, and external stakeholders.

- Experience managing project budgets and financial reporting.
- Experience preparing and administering contracts and tenders.
- Sound understanding of the NSW Building Code, Australian Standards, and construction legislation.
- Strong understanding of WHS legislation and contractor management requirements.
- Experience using contractor management systems such as LinkSafe, Rapid Global, Avetta, or similar.
- Experience raising and managing Purchase Orders and project expenditure controls.
- Experience using project management and asset management systems.
- High-level negotiation, communication, and stakeholder management skills.
- Strong organisational and problem-solving skills.
- Current NSW Driver Licence.
- Current Working With Children Check.
- Adhere to all school policies, procedures, and codes of conduct
- Follow instructions from the Headmaster or their delegate in a timely and professional manner
- Experience within education, heritage, commercial property, or institutional environments.
- Experience delivering projects in occupied environments.
- Professional Project Management certification.
- Knowledge of facilities and asset management principles.