



Position Description

Project Manager

Reporting to:	Director, Property Services
Unit:	Mission Resourcing Unit
Location:	Wesley Place, 130 Lonsdale Street, Melbourne
Tenure:	Ongoing
Hours per week:	37.5 (Full time)
Cost centre:	SL.100
Date:	March 2025

Employee

Signature

Date

Manager

Signature

Date

Uniting Church in Australia Synod of Victoria and Tasmania

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

Mission Resourcing Unit

Within Synod Ministries and Operations, the Mission Resourcing Unit (MRU) offers a range of professional services that are financial, technological and people-related, to support and resource mission and ministry. The MRU supports and resources the aspirations outlined in the Synod's Strategic Framework (our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus). Underpinned by a culture of service excellence, the MRU aims to provide timely and accurate advice, information and services that support presbyteries and faith communities, and partners with them to advance mission and ministry. The MRU strives to demonstrate leadership by actively:

- promoting all aspects of the Synod's life, and deliberately addressing the Strategic Priorities and Areas of Focus as resolved by the Synod
- developing networks and building deep partnerships across Synod Ministries and Operations, presbyteries and their congregations, UAICC Victorian and Tasmania and as appropriate, the institutions of the Church
- maintaining strong, engaged relationships with presbyteries through regionally based participation and support.

Property Services team

The UCAVT has a substantial property portfolio held through its congregations, presbyteries, agencies, schools and other institutions. Within the MRU, the Property Services team works to ensure that the Synod's property and assets are aligned with its strategic directions, and are developed effectively, wisely, and legally for the purpose of supporting mission.

The team provides advice and resources to the Synod, presbyteries, congregations and other institutions of the Church in Victoria and Tasmania, regarding all aspects of property and real estate management and development. It works within the context of delegations and the Church's Regulations.

Role purpose

The Project Manager supports a wide range of property related projects across the life of the Uniting Church. The role ensures building projects big and small, from maintenance, repairs and upgrades to new builds are well planned and managed on time and within set budgets.

The Project Manager ensures that projects and project plans (ranging in complexity) include accurate contract administration and compliance requirements from OH&S, contractor supervision/contracting to budget management, permits and licence acquisitions.

The role liaises with senior stakeholders and must juggle competing demands, interests and priorities to deliver desired project outcomes.

The role provides reports and attends a range of committees to further collaborative decision making and strong stakeholder relationships.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience.

- Bachelor's Degree qualifications in project management, building engineering, architecture, and/or equivalent relevant skills and experience.
- At least 4 years' experience in a similar role.
- Experience managing projects up to \$3m.

Skills and abilities

The successful applicant will have the following skills and abilities.

1. **Sector expertise:** sound knowledge of the building and property sector, including relevant legislation – for example, *Occupational Health and Safety Act 2004*, Residential Tenancy Act; Retail Tenancies Act; and other property legislation; Experience working with building contractors, subcontractors, and a range of stakeholders.
2. **Project Management:** ability to develop budgets, gantt charts and oversee design of project plans with clearly defined objectives and actions; to regularly communicate with stakeholders and team members; to ensure project objectives are met by anticipating and managing potential and emerging issues; to hold the team accountable for delivery of projects, within budget, timeframe and in line with approved plans.
3. **Stakeholder management:** identifies common issues for multiple stakeholders; responds to complex situations in ways that build mutually beneficial partnerships; uses influencing and negotiation skills, and provides compelling support for strategies and projects, in order to ensure agreement and ownership.
4. **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and thrives in the context of others' different working styles.
5. **Problem solving:** Seeks all relevant information for problem solving; investigates and probes for the facts and liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems.

Personal competencies/qualities:

The successful applicant will also have these personal competencies and qualities.

6. **Communication skills:** demonstrates excellent verbal and written communication skills; confidently conveys ideas and information in a clear and interesting way; demonstrates excellent interpersonal skills and abilities to effectively interact with a diverse range of individuals, groups and committee members.

7. **Drive and commitment:** Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work. Sets high standards of performance for self and others. Enjoys a vigorous and dynamic work environment.
8. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants may be required to obtain a Working with Children's Check, and employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not be taken immediately prior to or during the Synod meeting. Travel within Victoria and Tasmania, and interstate, will be required. Applicants will require a current driver's licence.

All staff are responsible for maintaining records and data related to their role responsibilities and work area in accordance with the relevant policies and procedures.

Applicants must be willing to work within the UCA's Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod's document 'Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus'.

Key accountabilities and activities

Key accountabilities	Key activities
Deliver project management services.	<p>Provide accurate and timely advice regarding all aspects of project management, planning and implementation.</p> <p>Ensure projects follow sound processes to deliver outcomes that meet time, cost and quality (TCQ) and include for example,</p> <ul style="list-style-type: none"> • Fit for purpose project briefs • Town planning, permits and building applications • Contract administration • Access, egress and building compliance consultation • Design documentation • OH&S and quality control at handover • Cost overruns or variances are authorized • Negotiation of construction contracts • Essential safety measure provisions • Missional and commercial objectives • Contractor supervision and adherence to induction and accreditation requirements. • Site visits <p>Ensure safety requirements are met, including</p>

	<ul style="list-style-type: none"> • Consultants and contractors are pre-qualified to the UCA (Linksafe) Online Safety Induction prior to commencing any activity at Church property. • Handover of the site for the duration of the project, ensure that the consultant and contractor agreements are prepared to UCA standard to discharge, as far as reasonably practicable, all OHS and liability duties upon the principal contractor. • Projects that involve work at height above two (2) metres must have appropriate Safety documentation of Safe Work Method Statements (SWMS). • By OHS legislation, projects exceeding \$350k (or as amended under the OHS Act and Regulations) must prepare and operate with a 'OHS Co-ordination Plan' • Responsible bodies for all Church property must maintain an asbestos register (Div 5). The Project Manager is to ensure a hazardous materials audit report (Div 6), prior to the commencement of a building project. <p>Prepare reports, attend and present papers to boards and committees as required.</p>
Work in partnership	<p>Partner with stakeholders/clients to develop project briefs/plans. Reflect theology in project development including</p> <ul style="list-style-type: none"> • Contribute to discussions and prepare papers on theological approaches to property as required. • Consider property use from a theological perspective and ensuring it is balanced with the Church's mission centred ethos. Support missional objective through property development options. <p>Maintain a current understanding of life within presbyteries and congregations to ensure effective and wise use of resources for the mission of the Church.</p>
Communicate effectively	<p>Confidently convey ideas and information in a clear and interesting way, understand the target audience and objectives of all communication. Use feedback to refine communication and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
Demonstrate teamwork	<p>Openly share insights with others. Maintain effective and respectful relationships.</p>

	<p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations.</p>
Manage self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics

Trust – *a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration – *a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.