

Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Senior Project Manager
Directorate / Service / Program	Finance & Infrastructure / Infrastructure & Support Services
Reports to	Manager Infrastructure & Support Services
Location	Federal Mills
Classification	Manager, Level 1

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

The Senior Project Manager provides end-to-end client-side project management and governance across a small portfolio that includes two major capital projects and one building demolition. The role leads full lifecycle delivery of a decommissioned building demolition (planning, statutory approvals, procurement, site works and close-out) and provides strategic client-side oversight of a Development Manager for Project 1, ensuring effective design, approvals, procurement, construction and initial defects management.

For Project 2, the role delivers equivalent client-side services scaled to the project's scope, risk profile and delivery strategy. Across all projects, the Senior Project Manager ensures alignment with organisational objectives, approved budgets, design quality standards, statutory and contractual requirements, and operational readiness outcomes.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

1. Building Demolition – End-to-End Project Management

- Lead full-lifecycle client-side management of the demolition project, including governance, planning, approvals, procurement, contract administration and close-out.
- Plan and secure all regulatory, WHS and environmental compliance (permits, surveys, assessments, service disconnections).
- Develop procurement strategy, manage tendering and evaluation, appoint contractor and administer contract performance.
- Provide HSE oversight of high-risk activities (structural dismantling, heights, heavy plant, hazardous materials), reviewing SWMS, incident actions and environmental controls.
- Manage methodology, sequencing, public interfaces, neighbouring property risks and underground services.
- Oversee quality assurance (ITPs, NCR close-out) and verify compliance documentation (waste tracking, clearance certificates, sign-offs).
- Coordinate site reinstatement, practical completion, as-demolished documentation and lessons learned.

2. Project 1 – Client-Side Oversight of External Development Manager

- Maintain governance (Project Execution Plan, Stage Gates), manage risks and changes, and provide timely reporting to Executive, Steering Committee and funding bodies.
- Review and endorse budgets, commercial strategies, procurement approaches, tender plans, design cost plans and value management outcomes.
- Oversee design from concept to detailed stages, ensuring scope clarity, user engagement, compliance, buildability and Safety in Design.
- Confirm contracting roles and protocols (superintendent, Development Manager) and monitor procurement strategies for builder engagement.
- Participate in PCG/site meetings and monitor HSE, quality, program, cost, commissioning and stakeholder interfaces.
- Lead operational readiness, commissioning validation, handover (O&M manuals, training, asset data) and initial defects resolution.
- Coordinate stakeholder engagement and prepare communications for internal and external audiences.

3. Project 2 – Client-Side Project Management (Scaled)

- Deliver governance, program management, risk, budget control and change management across the lifecycle.
- Lead procurement to secure a development partner and other required consultants/contractors.
- Oversee technical scope, approvals, stakeholder engagement and reporting.
- Monitor construction, commissioning, handover and defects close-out proportionate to scope and risk.

4. KPIs & Success Measures (All Projects)

- Time: Milestones achieved; program maintained.
- Cost: Forecast within approved budget; contingency controlled; variations approved within 10 business days.
- Risk: Active treatments in place; residual risk trending down; no unmanaged critical risks.
- Quality: Zero unresolved critical non-conformances; complete and accurate documentation at Practical Completion.
- HSW: Zero fatalities/serious harm; ≥95% on-time close-out of leading indicators.
- Stakeholders: ≥85% satisfaction in milestone pulse checks; change impacts documented and approved.
- Governance: 100% on-time reporting; Stage Gates passed on first submission.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

Qualifications, Skills, and Experience

- Significant client-side Project Management experience delivering capital projects over \$3M.
- Demonstrated oversight of a Development Manager and Design and Construct procurement
- Strong governance, cost control, programme management and risk/change leadership
- Strong knowledge of planning frameworks and construction contract forms (eg. AS2124/AS4000)
- Excellent stakeholder engagement, communication and reporting

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli Executive
- Meli employees (Finance, ICT, Strategic Engagement, Facilities, Fleet, Support Services)
- Contractors: Development Manager, Architect, governing bodies,

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Often
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Sometimes
Driving, in & out of vehicles <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Often
Bending, lifting, pushing, pulling	Rarely
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)</i>	Rarely
Working outside in differing weather conditions	Sometimes
Working on-call and/or after hours	N/A
Attending external locations including client homes	Often

INCLUSION STATEMENT

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone - staff, parents, carers, and children feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.