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## Position Vacant

# Projects Integration Manager – 12 Months Fixed Term (Fulltime)

### ABOUT THE POSITION

#### Background

In October 2017, Cranbrook commenced planning the renewal of its Senior School campus at Bellevue Hill. This involves the replacement of ageing buildings with new facilities that include a five-level contemporary education building, a drama and music theatre, a fitness and aquatic centre, a chapel and an underground carpark. This project involves the redevelopment of the northern half of the school campus including construction of approximately 6,700 sqm of new facilities.

The project has the potential to have a significant impact on the day to day operations of the school. This impact as well as the way in which the operations of the school impact the project require careful planning and management and for this reason Cranbrook intends to appoint a Projects Integration Manager.

#### Position Summary

Reporting to the Chief Operating Officer, the overarching responsibility of this role is to manage the integration of school's operations with master plan projects including developing and implementing strategies to manage the impact of projects on the day-to-day operations of the school and the impact of the operations of the school on projects and thereby enable the orderly and efficient operation of the school in a manner that minimises delays and disruption to projects.

#### Specific Responsibilities

1. In consultation with the Chief Operating Officer, the Heads of School, the Facilities Manager and the school's consultant Project Manager for the redevelopment project, develop a plan for the integration of the project with the day-to-day operations of the school. The Projects Integration Plan is to identify the potential impacts of the project on the day-to-day operations of the school, evaluate options to mitigate the impacts and make recommendations about how the impacts can be managed to enable the orderly and efficient operation of the school in a manner that also minimises delays and disruption to the project.
2. Manage and coordinate the implementation of the Projects Integration Plan including stakeholder communication.
3. Regularly review and revise the Projects Integration Plan as necessary to ensure that the plan remains current and relevant.
4. Monitor and report to the Project Control Group about the key performance measures in the Projects Integration Plan.

The Projects Integration Manager is not responsible for undertaking building and fit out projects which are the responsibility of the Facilities Manager or the school's consultant Project Manager. However the Projects Integration Manager is responsible to plan and manage the impact of projects on the day-to-day operations of the school and the impact of the operations of the school on projects. Consequently, the Projects Integration Manager is required to work closely with the Facilities Manager and the school's consultant Project Manager.

#### Experience & Capabilities

This role is ideally suited to a professional with 5 to 10 years experience in workforce churn management or organisational workplace planning with strong management capabilities in process re-engineering, change management, programming, stakeholder engagement and communication, negotiating, report writing and presentation.

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### HOW TO APPLY

Send a cover letter and CV addressed to the COO via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au)

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### ABOUT CRANBROOK SCHOOL

Cranbrook School is an Anglican independent day and boarding school for boys, Pre-school to Year 12 located in Sydney's Eastern Suburbs.

At Cranbrook our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

[cranbrook.nsw.edu.au](http://cranbrook.nsw.edu.au)

#### Pre-employment checks

A Working with Children Check will need to be completed upon appointment.