

Position Description: Project Manager

Reports to: Construction Manager

Overall Responsibilities

- Successful commencement, planning, scheduling, execution, monitoring, controlling and closure of a project.
- Application of knowledge, skills, tools, and other management techniques against project activities to meet the project requirements safely and correctly.
- Continually review organisational and operational efficiencies resulting in a positive and improved financial, timely and quality project outcome.
- Promote a safety culture within the BINAH Group, including procedures, training and reporting.
- Ensure the timely and proper administration of all assigned projects.
- Develop and provide support to the project team to meet all key performance indicators.

Key Duties and Responsibilities

a. Administration

Project managers are an important part in the continual improvement of the company and a high priority is placed on the commitment of project managers to promote cross-pollination of knowledge and skills amongst other project managers to benefit the company. This includes:

- Comply with all company Quality Systems, policies and procedures.
- Lead by example and comply with all company Quality Systems, policies and procedures – the company is only as good as its processes.
- Attend Business process improvement meeting and provide initiatives to improve compliment or add to current processes.
- Attend business project managers meetings and communicate current challenges being faced on projects and share knowledge how to resolve amongst other project managers.

b. Safety

- Ensure a “zero tolerance” attitude on all projects in relation to WH&S and that a safety first culture permeates all activities.
- Ensure adherence to company’s Work Health and Safety (WHS) policies, procedures, rules and standards and follow reasonable directions.
- Fulfil all Project Managers WHS responsibilities defined in the Site-Specific Safety Management Plan.
- Project Managers are responsible for the implementation and maintenance of the

company's WHS, Environmental Management and Industrial Relations Management Systems including but not limited to Project/Site Plans, from the initial tendering process through to completion of the contract and hand-over of the project.

- Participate in on-site safety meetings Manage the close out any findings identified through safety audits in accordance with set times or in a timely manner.
- Ensure consultation and communication occurs with regards to the WHS System
- Attend on-site HSE Coordinator Meetings and discuss / provide safety information and report to the HSE Coordinator monthly on compliance on the below listed criteria:
 - Action taken in relation to Risks Identified and discussed at last meeting
 - Identified Risks since last meeting
 - Incidents on Site
 - WMS monitoring since last meeting
 - WMS for subcontractors about to commence on site have been received and reviewed
 - Check that Toolbox Talks and other forms of communication – ie Subcontractor meetings are occurring.
 - Ensure that Inductions are up to date
 - Plant and Equipment registers are completed and up to date
 - Electrical equipment has been tagged and recorded in the electrical tagging register
 - Any external inspections i.e. Workcover, Union or ABCC
 - Discuss changes in Legislation / Law since last site meeting
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

c. Environmental

- Managing the preparation of Project/Site Specific Environmental Management Plans.
- Managing compliance with environmental legislation, regulations and licensing conditions.
- Assessing subcontractors' and suppliers' abilities to comply with environmental management system requirements.
- Ensuring compliance with environmentally sound work practices.
- Fulfil all Project Managers Environmental responsibilities defined in the Site Specific Environmental Management Plan.

d. Reporting

- Preparation of monthly management reports.
- Establish robust project phase reports on key performance indicators and measures.
- Present at management meetings as requested.

e. Leadership/People Management

- Role model for BINAH Groups' culture and values, nurturing and cultivating these principles across the business units.
- The Project Manager directs all employees or teams under their control including construction staff - site manager/foremen, administration staff - contracts administrator(s) and any other site resources assigned to the project and must work with them to ensure the core values of the company are implemented.
- The successful delivery of the project without disruption due to industrial relations matters.
- Compliance with legislation, workplace relations laws and national code of practice.
- Manage industrial relations in accordance with relevant awards and administer awards and enterprise agreements.
- Assessing subcontractors' abilities to comply with industrial relations management system requirements and ensure suppliers and subcontractors are selected who meet their industry/trade specific award or employ enterprise agreements or other registered awards specific to their businesses.
- Promoting, supporting and facilitating teamwork and harmony between all team members by promoting and fostering a positive attitude among all team members.
- Adhere to the company's Code of Ethics and business plan strategies.
- Adhere to all legislative requirements in relation to anti-discrimination, WHS, environmental and industrial relations management.
- Establish and maintain strong client and consultant relationships from project to project.
- Seek out future opportunities from clients and consultants and pass on information to Business Development team promptly for follow up.
- Represent the company at various functions.

f. Quality Management and Continuous Improvement

- Manage several construction projects.
- Implement company Quality Systems, policies and procedures in all aspects of project activities.
- Manage construction staff, apprentices and the work of sub-contractors.
- Prepare submissions, reports and other correspondence associated with construction activities & WHS Incident/Injury Management functions.
- Participate in training, train, mentor, coach and supervise construction and other staff on projects as required.
- Implement corrective actions requests by set times or within a timely manner.
- Identify construction details / problem areas on several jobs and advise solutions to the Construction Manager and client representative.
- Milestones/deliverables are being completed to defined expectations, first time.
- Prepare, produce and present Project Reports as required, on time and on a regular basis, such as PCG Reports and others.
- Participate in project managers meetings and produce and present Project Reports as required.
- Responsible to manage, prepare, monitor and update construction programs and planning of projects and keep projects to time targets.
- Risk - to proactively manage foreseen project risk and mitigate as necessary
- Attend and lead meetings as required.
- Undertake all tasks as directed by the Construction Manager including marketing.

- Chair, lead and attend client PCG meetings and all project meetings as per procedures and as required by client.

g. Financial management

- Manage budget, finances of projects and prepare timely monthly costs report on same.
- Manage the letting of all project-related purchasing and contracts.
- Manage head contract and subcontract and purchasing administration including claims, payment schedules, invoices, variations, certificates and the like are prepared and finalised within legislative [Security of Payment] contractual and procedural set time frames.

h. Tenders

- Assist in the preparation of tenders including programs, submissions, subcontractor selection and pricing.
- Attend tender negotiation meetings with client as required.
- Attend company tender handover meetings.
- Ensure construction documentation and contracts are in order prior to execution by an Executive.

i. Project Handover and Defects Liability Period

Manage project finalisation to ensure internal defects inspection and rectification is undertaken to achieve defect free completion and that retention monies are claimed and released as per the terms of the contract. This Includes:

- All defects are attended to achieve completion by the contract completion date.
- Liaise with Business Development team to ensure the project is photographed, key stakeholders are thanked and end of project hospitality is completed.
- Manage the preparation of all certifications, As-builts and Operations Manuals for submission to the client within the terms of the contract.
- Oversee project teams to finalise trade contracts and that retention claims submitted and paid.
- Manage all maintenance and defects during Defect Liability Period.

Knowledge, Skills and Attributes

a. Knowledge

- Company Standard Operating Procedures.
- Work Health and Safety and Environmental Regulations, Legislations and Standards.
- WSIB and insurance provisions.
- Industrial Relations Standards and company Industrial Relations policies.
- How to read, interpret and explain building plans.
- Participate in company training programs.

a. Skills

- Communication amongst all project stakeholders– oral and written.
- Organisation and planning.
- Budgeting and cost forecasting skills.
- Time management.

- conflict resolution.
- Negotiation and influencing.
- Leadership.
- Decision making.
- Problem solving.
- Coaching, mentoring, team building and motivating team members.
- Ability to manage multiple projects and clients concurrently.
- Management skills.

b. Attributes

- Diligence and professionalism in the pursuit of their job and project outcomes.
- Assist with other duties related to their area of employment, such as assist with keeping their area neat and tidy and assist other employees with workloads.
- Maintain company vehicles, plant and equipment in a safe, clean and operational condition.
- Is ready to take on new challenges and is willing to learn.
- Has a great work ethic.
- Can adjust to change.
- Will be a role model and one who leads by example.
- Is a team player.
- As a senior representative of the company is able to see the “big picture”.
- Takes responsibility for their own actions and the actions of their team.
- Is honest and acts with integrity.
- Self-motivated and driven.
- Promptness to return phone calls from Senior Managers and team members within 1hr.
- Is available to discuss operational issues with Senior Managers after normal trading hours and responds to emails or any form of communication with 2hrs.

Qualifications

- Degree in Building or Engineering or equivalent.
- Has 5 years’ experience as a Project Manager.
- Knowledge of construction management processes, means and methods.
- Experience working on high end mid-tier residential developments over \$10m.
- Strong programming and project risk management experience with exposure to projects over \$10m.
- High Proficiency with the application of construction management software packages including Jobpac, Aconex, Buildtools and the like and of computer software MS Office, including MS Outlook, Word, Excel and Project.
- White card (or general construction induction card).
- Current first aid certificate.
- Has a valid and current driver’s license.
- Has a great attendance record.
- High level proficiency in the use of Jobpac.