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Position Description

Project Manager

Reporting to

Senior Project Manager/Head of Construction

Summary statement of position

When a new project has been won by the Company, or is going through the initial design phase, it will be assigned by The Head of Construction to the Senior Project Manager in a Project Delivery Team, who will specifically assign the new project to the care of the Project Manager to oversee it through to completion.

The Project Manager engaged will be responsible to plan and manage a total value of new projects annually on behalf of the company, according to the assessed grade of their experience. Tasks will include liaising with clients, program preparation, site measuring, coordination and submission of shop drawings from IFA to IFC stage.

The PM is ultimately responsible for the successful delivery of the project on time and on budget, and to an excellent level of quality and finish. The PM will ensure that WHS and O&M documentation is completed for the project and will ensure shop production and site installation aligns with the program requirements. The PM, where necessary will be in direct contact with trades on site and will attend to the managing of some site issues, although these will be often attended to by a Site Manager (SM) if applicable. The PM will also attend site coordination meetings as required and assist the Contracts Administrator in the preparation of claims for invoicing and monthly forecasts.

Skill Matrix

These are the specific skills that are required for the Project Manager role and will be skills that are monitored going forward and at regular reviews. The incumbent may not have all of these at commencement but will be expected to exhibit them after in-house training:

- | | |
|--|---|
| <input type="checkbox"/> Program preparation | <input type="checkbox"/> Budget Management |
| <input type="checkbox"/> Monthly Forecasting | <input type="checkbox"/> Monthly Cashflow |
| <input type="checkbox"/> Technical expertise – design | <input type="checkbox"/> Technical expertise – installation works |
| <input type="checkbox"/> Technical expertise – finishing works | |
| <input type="checkbox"/> Prepare installation methodology | <input type="checkbox"/> Deliver project following program |
| <input type="checkbox"/> Prepare SWMS/ WHS documents | |

- PR and presentation skills – with client
- Communication skills, written and verbal – within team
- Communication skills, written and verbal – with trades
- Client management and communication
- Site measuring including surveying, sketching, identifying grids and RL's
- Punctuality and attendance at meetings
- Ability to prioritise tasks
- Ability to act with appropriate urgency
- Fluency of English communication – written and verbal
- Estimating
- Client/contract negotiation
- Understanding construction sequencing and interfacing trades
- Delegation skills
- Prepare SOWs & execute contracts
- Intermediate to advanced IT skills – use of programs, software, Word and Excel
- Variation management
- Ability to work in a team and set out the company values
- Subcontractor contract negotiation

Detailed description of duties

Includes:

1. New project management

1.1. Handover

- 1.1.1. Responsible to ensure a complete and thorough handover meeting is held prior to commencement
- 1.1.2. Responsible to ensure full costings have been entered into ERP
- 1.1.3. Responsible to contact client and introduce the PM team if or as directed

1.2. Client meetings and liaising

- 1.2.1. Attending design meetings
- 1.2.2. Attending weekly site coordination meetings
- 1.2.3. Attending issue resolution meetings
- 1.2.4. Presenting to clients as required, including bid presentations, high-risk workshops and other occasions
- 1.2.5. Issuing weekly project updates

1.3. Program preparation & delivery

- 1.3.1. Use of MS Project or similar program to prepare a master program for the production, procurement and installation times of the project in order to meet the clients requirements
- 1.3.2. Preparation of 3 weekly or revised programs if requested by Project Director/ Operations Manager

- 1.3.3. Correlate our program with the clients program to ensure no clash of trades
- 1.3.4. Advise client of potential program issues
- 1.3.5. Refer to program weekly to monitor progress and escalate potential program risks
- 1.4. Team collaboration**
 - 1.4.1. Use of collaboration software to liaise with team members
 - 1.4.2. Use of collaboration software to task other team members as applicable
- 1.5. WHS**
 - 1.5.1. It is important that this area is addressed as early as possible to ensure no delays are encountered when site work commences
 - 1.5.2. Oversee the preparation of SWMS's for each individual task or work area
 - 1.5.3. Oversee the preparation of risk assessments for the project or oversee this
 - 1.5.4. Oversee the completion of entire Safety Management Manuals as required for larger projects
 - 1.5.5. Completion of SWMS training of site labour if required
- 1.6. Shop Drawings**
 - 1.6.1. Take site surveys/ measures of installation and access (lifts, corridors etc) zones using laser levels, laser measures and tape measures, converting these to legible sketches
 - 1.6.2. Confirm all finishes, RL's and grid lines with client site manager
 - 1.6.3. Coordinate the preparation of shop drawings with the Drafting Team with reference to the site measures, architects drawings and structural engineers drawings
 - 1.6.4. Submit drawings to client for approval
 - 1.6.5. Relating all required client corrections and design changes back to Drafting and resubmitting when complete
 - 1.6.6. Additionally on larger projects, submission of drawings will require uploading to a central management portal such as Aconex
- 1.7. Parts Requisition**
 - 1.7.1. Overseeing the procurement of any parts not included as part of the production schedule that will need to be ordered directly. This should be coordinated with Procurement.
- 1.8. Cost Management**
 - 1.8.1. Ensuring that the all costs in Workbench are complete prior to commencing a Project including variations, and requesting the Contracts Administrator complete these where required
 - 1.8.2. Overseeing the RFQ process (3 x quotes where possible), preparing SOW's and letting of orders to contractors at fixed rates wherever possible in line with estimated allowances
 - 1.8.3. Use of Tender Portal and Workbench to effectively manage costs
 - 1.8.4. Reviewing, evaluating and signing off suppliers and subcontractors invoices for payment
 - 1.8.5. Monitoring ongoing project costs, comparing rates and unit prices against original allowances and liaising with Estimating team where issues and discrepancies arise

1.8.6. Use of Workbench system to carry out the above tasks

1.9. Forecasting/ Cashflow

1.9.1. Preparing accurate cost forecasts for all current projects monthly or as requested to do so by CFO or Projects Director

1.9.2. Preparing accurate cashflows for all current projects monthly for both costs and revenue or as requested to do so by CFO or Projects Director

1.10. Fabrication

1.10.1. Ensure fabrication procurement has been entered into asana well in advance of requirement including dates for management by procurement

1.10.2. Ensure all site specific requirements have been communicated through to production including required sizing of sections, finishes requirements

1.11. Site coordination

1.11.1. Attending site meetings as requested by the Client or Architect

1.11.2. Liaising with the company's Site Managers in relation to:

1.11.2.1. proposed installation schedule

1.11.2.2. site cost items

1.11.2.3. deliveries to site

1.11.2.4. required site trades such as metal fabricators, painters, glaziers, carpenters or miscellaneous trades as required for the specific project

1.11.3. Facilitating the Site Managers requirements including meeting with trades onsite to communicate requirements or gain access as requested

1.11.4. Liaising with the Client's Site Manager in relation to proposed installation schedule

1.11.5. Coordinating with other trades on site in order to best fit with adjoining works programs

1.12. Variation Estimating

1.13. Invoicing & Documentation

1.13.1. Ensure all physical documentation has been filed in the project file

1.13.2. Ensure all digital documentation has been filed in the electronic files in an orderly manner

1.13.3. Preparation of Claim Schedule for the invoicing of work and the updating of this to reflect all changes and contract variations

1.13.4. Preparation of O & M (Operation and Maintenance) documentation as requested by the Client. This includes installation certificates which are required on most projects through to full manuals as required on larger projects covering care of finishes, maintenance schedules and As Built drawings etc.

2. Estimating

2.1. As required from time to time, Estimating will include:

2.1.1. Pricing variations to current project, including;

2.1.1.1. Changes to design and finishes by the Client will require pricing to confirm additional costs or credits

- 2.1.1.2. New work as requested by the Client on the same project will need to be estimated and quoted
 - 2.1.2. Reviewing project drawings, specifications, Bills of Quantities, Scopes Of Work and schedules
 - 2.1.3. Scoping the extent of requested work
 - 2.1.4. Working through design requirements and inclusions
 - 2.1.5. Costing out of work using standard excel spreadsheet as applicable
 - 2.1.6. Preparing formal quotations as directed
- 3. Miscellaneous**
- 3.1. Quality
 - 3.1.1. Completing ITP's and quality documentation on their project
 - 3.1.2. Assisting with the preparation of Quality documentation for any particular project
 - 3.2. O & M
 - 3.2.1. Occasionally the PE may be required to assist with the preparation of O & M (Operation and Maintenance) documentation as requested by Client. This includes installation certificates which are required on most projects through to full manuals as required on larger projects covering care of finishes, maintenance schedules and As Built drawings etc.
 - 3.3. Duties and tasks are not limited to those listed above. Any reasonable request or lawful direction from your manager/supervisor should be obeyed

KPI's

- Project programming completed within 2 weeks of being assigned, and reviewed throughout project
- Project budget to be completed if incomplete within 2 weeks of assignment. No flying blind.
- Communication with the builder to be minimum of once a week with continual updates
- Projects to be delivered on time
- Zero liquidated damages
- All defects completed to the satisfaction of builder immediately, at latest by PC
- Profit improvement in averaged project profit performance of +2% and above
- Reporting site visits daily via Asana
- Recording hours into Workbench system weekly
- Completing all Project forecasts and cashflows in a timely manner

Typical Project Calendar

Project items as identified in KPI list and Description of duties are summarised here for ease of reference. This is not a complete list and should simply serve as a guide in the execution of tasks. For a full overview of PM tasks, please refer to the *Project Management Manual V8* or more recent version.

Item	Description	By Week 1	By Week 2	By Week 3	By Week 4
1	Handover Meeting – within 3 days of notification	█			
2	Email to Client Team introducing AMPL team	█			
3	Site Measure – if available	█			
4	Current documents requested from Client and uploaded to file	█			
5	Design Review meeting with client and/or PreCon		█		
6	Program for project		█		
7	Ensure budgets are complete in WB		█		
8	Understand full scope and budget within 3 weeks			█	
9	Budget Review meeting with Estimator team				█
10	Forecasting – once a month				█
11	Quotes x 3 for all sublet items ahead of time				█
12	Samples organised and submitted				█
13	Safety paperwork completed				█
14	O & M Manuals and Install Certificates				█

WHS Systems

- 3.4. Assisting in the implementation and function of the AM Safety Management System involving:
- 3.5. Assisting in the coordination of site and system audits as required to maintain certification
- 3.6. Identifying and assessing hazards, carrying out hazard and PPE inspection checklists and conducting training sessions such as tool box talks, etc.;
- 3.7. Taking a responsible and proactive approach in relation to Work, Health and Safety issues, as addressed by Asentis's Safety Management System.
- 3.8. Every job or task under your control is to be conducted in the safest way possible for yourself and your fellow workers.
- 3.9. Every reasonable request of the Management is to be respected in relation to Work, Health and Safety concerns and every worker is considered to be an integral part of the Safety Management System.

Training Needs

Tertiary training in either Project Management, Construction Management, Building or Engineering or similar Construction background is preferred. Practical experience in similar Project Management work is essential for this position.