

# Job Description

## Project Manager



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*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

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<b>Position Title:</b>		<b>Project Manager</b>
Location:		Bowhill, South Australia
Current as of:		October 17
Reports to:		Managing Director
Direct Reports:		Project Coordinator
Key Relationships:		Clients, Suppliers & Contractors

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### **Role Purpose:**

As the Project Manager you are accountable for the organisation and coordination of all stakeholders involved with Bownhill Engineering projects to ensure a diverse range of projects and services are delivered to a high standard, on time and within budgetary constraints. This position is responsible for planning the availability of resources required for each project to maintain customer satisfaction as well as optimum productivity whilst role modelling the leadership behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

- Project Management
- Strategic Relationships
- Design & Construct
- Compliance
- Continuous Improvement
- People & Culture

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Project Management</b>	<p>Plans and manages multiple consecutive projects to optimise profitability and quality within the required time frames. This includes:</p> <ul style="list-style-type: none"> <li>▪ Scopes client project needs and identifies project measures of success</li> <li>▪ Creates project plans outlining key project milestones and resources</li> <li>▪ Tracks project progress against the project plan</li> <li>▪ Runs project meetings</li> <li>▪ Procures and purchases project materials</li> <li>▪ Keeps clients informed of issues, success and progress</li> <li>▪ Manages and tracks variations using standard templates</li> <li>▪ Performs financial tracking and management of projects against budget</li> <li>▪ Ensures compliance with the required standards</li> <li>▪ Manages logistics on site</li> <li>▪ Establishes quality structures</li> <li>▪ Effectively manages client expectations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Client satisfaction (NPS &gt; 45)</li> <li>▪ Volume of client non-conformances (target = zero)</li> <li>▪ Projects delivered within budgets</li> <li>▪ Projects delivered on time and to scope</li> </ul>
<b>Strategic Relationships</b>	<ul style="list-style-type: none"> <li>▪ Manages the external company reputation and sustainability of relationships through an active involvement with key influencers including: <ul style="list-style-type: none"> <li>– Clients</li> <li>– Suppliers</li> </ul> </li> <li>▪ Identifies business development opportunities and presents these back to the leadership team</li> <li>▪ Maintains currency with market movements, industry trends, political and competitive landscapes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Key suppliers are engaged to obtain and provide feedback each quarter</li> <li>▪ Current client relationships are maintained to ensure client satisfaction</li> <li>▪ Post project survey reviews NPS &gt;44</li> </ul>
<b>Design and Construct</b>	<p>Enhances client value through the design and construct process including:</p> <ul style="list-style-type: none"> <li>▪ Ensures the constructability of designs</li> <li>▪ Liaises with client to influence design outputs</li> <li>▪ Shares and discusses methodologies with clients</li> <li>▪ Prototypes and inputs ideas into designs to</li> </ul>	<ul style="list-style-type: none"> <li>▪ Improved profitability, safety or efficiency of the final design leading to enhanced client satisfaction</li> </ul>

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	<ul style="list-style-type: none"> <li>enhance profitability and client satisfaction</li> <li>Establishes processes for the team and ensure these are followed</li> </ul>	
<b>Compliance</b>	<ul style="list-style-type: none"> <li>Oversees quality, safety and project compliance to ensure the team have a clear understanding of requirements and are operating in line with these.</li> <li>Ensures client contracts are in place and obligations are met</li> <li>Ensures safety standards are met by sub-contractors</li> <li>Ensures client has minimal questions and peace of mind that compliance is taken care of</li> <li>Tracks and reports on all relevant areas to ensure compliance with the policy framework</li> </ul>	<ul style="list-style-type: none"> <li>Client compliance and quality standards are met by sub-contractors and the business</li> <li>No client NCRs</li> <li>Client has minimal questions and peace of mind that compliance is taken care of</li> </ul>

### LEADERSHIP BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Inspiring</b>	<ul style="list-style-type: none"> <li>High level of communication skills – open, clear, transparent and engaging</li> <li>Is engaging and influential to both internal and external stakeholders</li> <li>Ensures others understand their role and how it contributes to the success of business</li> </ul>
<b>Drives Change</b>	<ul style="list-style-type: none"> <li>Leads sustainable change in line with the strategic direction of the business</li> <li>Motivates and inspires team members to embrace change and come on the journey</li> <li>Stretches the boundaries of what is possible and challenges the status quo</li> </ul>
<b>Courageous</b>	<ul style="list-style-type: none"> <li>Proactively confronts difficult issues, particularly to do with performance, engagement and alignment with company values</li> <li>Has tough conversations when needed to move issues forward, even if it means being unpopular</li> <li>Questions how things have been done in the interest of identifying improvements</li> </ul>
<b>Collaborates</b>	<ul style="list-style-type: none"> <li>Creates effective teams who work collaboratively towards common goals</li> <li>Stands unified as a team and supports decisions once they have been made</li> <li>Works with external stakeholders and partners that will grow and develop the business</li> </ul>

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<b>Resilient</b>	<ul style="list-style-type: none"> <li>▪ Has a positive, open outlook and views the positive in every situation</li> <li>▪ Demonstrates composure in difficult times and maintains the required energy</li> <li>▪ Communicates in a positive manner and expresses negativity in a constructive manner with a focus on solutions</li> </ul>
<b>Commercial</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates professionalism through high levels of communication (written, verbal and body language)</li> <li>▪ Has a broad and commercial perspective on issues and understands the financial impact of decisions</li> <li>▪ Sees the big picture and makes decisions in the best interest of the business</li> </ul>
<b>Results driven</b>	<ul style="list-style-type: none"> <li>▪ Demonstrates good commercial judgement when making decisions</li> <li>▪ Understands the impact of decisions on business performance and key stakeholders</li> <li>▪ Empowers staff to take responsibility for their actions and be accountable for their results</li> </ul>

### BOWHILL ENGINEERING VALUES

▪ Safety and health is our highest priority
▪ We value honesty, integrity and ethical behaviour
▪ We value technology, innovation and quality
▪ We value the creating and building of worthwhile things
▪ We respect people, the environment and the community
▪ We value maintaining work and lifestyle balance
▪ Working with or working for Bowhill Engineering should be satisfying, fulfilling and profitable
▪ If we deliver on the above we deserve to make a fair profit

### BOWHILL ENGINEERING CODE OF CONDUCT

<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

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#### DESIRABLE REQUIREMENTS

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#### QUALIFICATIONS

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- Current Driver's License (manual)
  - At least 10 years' experience within the construction industry and preferably the metal industry
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#### EXPERIENCE

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- Highly developed oral and written communication skills, interpersonal and negotiating skills.
  - Highly developed management and strategic planning skills
  - Estimating skills for preparation of accurate tenders
  - High level of organisational skills especially in job planning and identifying fine detail.
  - Excellent time management skills
  - Competent IT skills including the use of MS Word, Excel & Outlook, basic Auto Cad
  - Reading and understanding of project requirements by deciphering consultants drawings.
  - Demonstrated Supervisory/Management Experience (especially with human resource management)
  - Broad Knowledge of more than one field of engineering
  - Competent use of MS Project software.
  - An understanding of the WHS Act & Regulations and their application
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