Job Description
Project Manager

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.

Position Title:	**l**	**Project Manager**
Location:	l	Bowhill, South Australia
Current as of:	l	May 21
Reports to:	l	Managing Director
Direct Reports:	l	Project Manager, Project Assistant
Key Relationships:	l	Clients, Suppliers & Contractors

Purpose

- **Together we thrive**

Mission

- **We transform communities & our people, by optimising & building structures that matter**

Core Values

- **Integrity** – We do what we say we are going to do
- **Collaborative** – We get things done, together
- **Courageous** – We embrace initiative & innovation
- **Unity** – We help our clients win

Core Competencies

- **Smarter together** - Design optimisation and project best attitude
- **Win Before you Start** - Cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - Strengthen our region

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Role Purpose:
The focus of this job is on achieving accurate and timely results that support established organizational standards. Drive, determination, and taking responsibility for assuring company policies and procedures are correctly followed are necessary qualities for successful job performance. The job environment is structured, and job expectations are well designed, supported by job training and on the job experience. While the pace of the work is faster than average, the timeliness and quality of results is never compromised. An active, positive response to a variety of challenges and time pressures is also required. The nature of the work requires quick decision-making, based on knowledge of pertinent information and an intention to reduce risk factors as much as possible. Careful, critical analysis of new ideas or innovations is important to assure any changes align with and support established practices. Firm decisions that support established policies and procedures need to be implemented in an authoritative manner. The job requires getting things done quickly and handling a variety of activities. Because of the fast pace of the work, it is important that job related knowledge and responsibilities be learned and mastered quickly and thoroughly. It is expected that communication will be factual and authoritative, focused on continual problem solving to overcome any obstacles to achieving high quality, timely results. If the job requires delegation to others, it will be important to provide staff with a positive, supportive environment in which they can learn the tasks and procedures necessary to meet quality standards. The job environment provides recognition and reward for steady broadening of responsibilities based on initiative, proven competence, and adherence to well established business practices.

Noteworthy behaviours:
- Conscientious
- Thorough
- Precise
- Concerned with rules & accuracy
- Proactive and take initiative
- Competitive
- Driven to get things done
- Positive response to pressure

You have the following key areas of responsibility:
- Project Management
- Strategic Relationships
- Compliance
- Continuous Improvement

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RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIS)
Project Management	Plans and manages multiple consecutive projects to optimise profitability and quality within the required time frames, accountable to the Project Manager. This includes: ▪ Scopes client project needs and identifies project measures of success ▪ Creates project plans outlining key project milestones and resources ▪ Tracks project progress against the project plan ▪ Keeps clients informed of issues, success and progress ▪ Manages and tracks progress claims & variations ▪ Performs financial tracking and management of projects against budget ▪ Ensures compliance with the required standards ▪ Effectively manages client expectations	▪ Client satisfaction (NPS > 45) ▪ Volume of client non - conformances (target = zero) ▪ Projects delivered within budgets ▪ Projects delivered on time and to scope

Strategic Relationships	▪ Manages the external company reputation and sustainability of relationships through an active involvement with key influencers including:
	  – Clients
	  – Suppliers
		▪ Key suppliers are engaged to obtain and provide feedback each quarter

Compliance	▪ Oversees quality, safety and project compliance to ensure the team have a clear understanding of requirements and are operating in line with these. ▪ Ensures contracts are in place and obligations are met ▪ Ensures quality & safety standards are met by sub-contractors ▪ Ensures client has minimal questions and peace of mind that compliance is taken care of ▪ Tracks and reports on all relevant areas to ensure compliance with the policy framework	▪ Client compliance and quality standards are met by sub-contractors and the business ▪ Zero client NCRs ▪ Client has minimal questions and peace of mind that compliance is taken care of
Continuous Improvement	▪ Actively seeks to improve the weakest link, eg Drafting, Site Work, Scheduling, Incoming goods inspection, Material Confirmations, MDR Paperwork, Plate naming etc	▪ 1 Continuous Improvement implemented per quarter

TEAM LEADER BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Communication	▪ Communicates proactively, clearly and effectively with team members, peers and management ▪ Tailors communication content, channel and style to the audience to increase understanding and acceptance ▪ Able to provide instructions in a manner that are easily understood
Competent	▪ Shows a level of intelligence and aptitude in order to learn quickly to get things done ▪ Is productive and can be relied on to complete any task ▪ Demonstrates an attitude of being proactive and seeking out solutions to problems
Accountable	▪ Does what's required and leads by example ▪ Takes responsibility and accountability for the work and performance of others and addresses under-performance issues swiftly and effectively ▪ Makes firm, timely decisions, initiates action to pursue opportunities, addresses issues and prevents problems
Courageous	▪ Deals with issues and has 'difficult' conversations early ▪ Keeps the focus on the issue not the person ▪ Clarifies differing views and perspectives, finds ways to reach a resolution, unearths hidden or unstated issues and deals with them
Problem Solving	▪ Seeks the input of others to fully understand issues, and takes the time to explore problems ▪ Explores multiple options and formulates strategies to address problems ▪ Takes action and sets up systems/procedures to prevent problems recurring
Collaboration	▪ Manages effective teams to work collaboratively towards common goals ▪ Works with across the business and with other departments within the business to work through problems ▪ Works collaboratively with other team members, management and others to achieve goals and ensure customers' needs are met
Builds High Performing Teams	▪ Provides timely coaching, practical advice and specific feedback to help others succeed and grow ▪ Inspires staff at all levels to achieve their best ▪ Recognizes and rewards performance, celebrates success
Self-Development	▪ Is committed to continuous learning and self-improvement ▪ Can learn new skills in new and challenging situations ▪ Learns new information and grasps new concepts quickly and easily and is able to apply them to work

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BOWHILL ENGINEERING CODE OF CONDUCT

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

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- Current Driver's License (manual)
- At least 5 years' experience within the construction industry and preferably the metal industry

EXPERIENCE

- Highly developed oral and written communication skills, interpersonal and negotiating skills.
- 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.
- 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