
JOB TITLE Project Manager

DATE June 2025

REPORTS TO Construction Manager

JOB DESCRIPTION

Purpose of role

- The Project manager is the person who has the primary responsibility for the successful commencement, planning, scheduling, execution, monitoring, controlling and closure of a project through the application of knowledge, skills, tools, and other management techniques against project activities to meet the project requirements safely and correctly.

Main duties and responsibilities

- Leading project planning sessions
- Coordinating staff and internal resources
- Managing project progress and adapt work as required
- Ensuring projects meet deadlines
- Managing relationships with clients and stakeholders
- Designing and signing off on contracts
- Overseeing all incoming and outgoing project documentation
- Participating in tender process i.e. design, submission and review
- Designing risk mitigation plan
- Conducting project review and creating detailed reports for executive staff
- Optimising and improving processes and the overall approach where necessary
- Securing growth opportunities and initiating new projects
- Managing large and diverse teams

SPECIFIC TASKS

Safety

Project Managers have responsibilities on behalf of the company but must also take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. It is their responsibility to:

- 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 IMS Administrator 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

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

Industrial Relations

The Project Manager must manage all Industrial Relations requirements for their projects within the company and foster a positive industrial relations culture and is accountable for the adherence to policies and procedures by the team to ensure a respectful and inclusive work environment. This includes:

- 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

Management

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. This includes:

- 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

Project Delivery – 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 a Director

Quality, Program and Budget

- 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.
- 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.

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.

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.

Other duties

- Be aware of and adhere to the IMS policies and procedures that are relevant to your work
- Work in a safe manner without risk to self, others or the environment
- Seek assistance if uncertain of any Health & Safety, Environmental or Quality requirements
- Comply with all emergency and evacuation procedures
- Report any hazards or environmental aspects to your immediate Manager

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none"> • Degree in Building or Engineering or equivalent • White card (or general construction induction card)
Experience	<ul style="list-style-type: none"> • Has 5 years' experience as a Project Manager • Experience working on high end mid-tier residential developments over \$10m • Strong programming and project risk management experience with exposure to projects over \$10m
Knowledge	<ul style="list-style-type: none"> • Knowledge of construction management processes, means and methods • 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 • 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
Skills & competencies	<ul style="list-style-type: none"> • Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face. • Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience. • Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally. • Commerciality: ability to apply knowledge in a practical, commercial manner. • Teamwork: willingness to assist and support others as required and get on with team members. • Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner. • Budgeting and cost forecasting skills • Conflict resolution • Negotiation and influencing • Leadership • Ability to work under pressure. • Confident manner.
Personal attributes	
Other	<ul style="list-style-type: none"> • The Project Manager is responsible for inspiring, leading by example and promoting a positive can-do attitude with consistency, commitment for the company, personal presentation and self-respect and accountability

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date