

**JOB TITLE** Senior Project Manager

**DATE** { INSERT DATE }

**REPORTS TO** Construction Manager

## **JOB DESCRIPTION**

### **Purpose of role**

- The Senior Project Manager provides leadership and is responsible for delivering construction projects which includes, planning, directing, coordinating, scheduling, and controlling the closure of a project.

### **Main duties and responsibilities**

- Management of a multi-disciplinary project team to ensure project outcomes are achieved.
- Apply a structured methodology to create a detailed project plan that identifies scope, quality, schedule, finances, resources, risks, issues, and dependencies to a high standard.
- Client Focused approach whilst maintaining a sound commercial outcome for the business.
- Lead and foster a strong, transparent and win / win relationship between Binah's subcontractors, consultants, and suppliers.
- Lead, develop and promote a safety culture within Binah's project delivery teams, including procedures, training, and reporting.
- Present and prepare monthly project management report.
- Lead and represent Binah at all Project PCG meetings.
- Ensure Binah quality construction standards and the use of proper construction techniques.
- Coordinating staff and internal resources.
- Ensuring projects meet deadlines.
- Overseeing all incoming and outgoing project documentation.
- Participating in tender process i.e. design, submission and review.
- Optimising and improving processes and the overall approach where necessary.
- Securing growth opportunities and initiating new projects.
- Ability to successfully manage complex issues.
- Mentor and coach Junior Project Managers and Emerging Project Managers.
- Contribute to upcoming tenders including contribute to tender strategy, preconstruction roles such as establishing tender programs and methodologies, carry out documentation and design reviews, contribute to innovation and value management, subbies and consultant liaison

### **Management and Leadership**

- The Senior Project Manager mentors and leads the Project Manager(s) and must work with them to ensure the core values of the company are implemented. This extends to providing support to the Project Manager in leadership of the project team

to ensure a strong and aligned project team is establishment and maintained.

- To be a role model for Binah's culture and values, nurturing and cultivating these principles across all projects, project stakeholders and in particular with the Binah staff, subcontractors, suppliers, and consultants.
- Create an empowered and productive working environment through positive and timely feedback and by ensuring appropriate involvement, delegation and monitoring of staff.
- Complete bi-annual detailed review of KPIs for SM, PE, CA and SS.
- Complete Monthly (by exception) KPI catch up with SM, PE, CA and SS.
- Attend site a minimum of 2 Saturday per month.
- Comply with the Binah's IMS policies and procedures.
- Adhere to the company's Code of Honour and business plan strategies.
- Comply with all company Quality Systems, policies and procedures using the management system register.
- 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.
- Represent the company at various functions and corporate events.
- Take active role with client and PCG meetings.
- Oversee and ensure Project Monthly Reports are carried out to highest standards.
- Take leadership role in ensuring that project is delivered in accordance with IMS standards and achieves minimum 95% in monthly IMS audits.
- Ensure strong client outcomes are achieved on project with score over 90% in end of project client survey.

### **Quality, Program and Budget**

The Senior Project Manager is accountable to oversee and direct construction projects from conception to completion - from planning projects, budgets and programs and ensuring that the teams under their management meet set quality, budget and time targets. This includes:

- Lead and support the Project Managers to deliver projects safely to project schedule and budget deliverables.
- Complete Target Construction Programme and ensure it is signed off by Construction Manager prior to programme start date. Achieve Practical Completion a minimum of 4 weeks prior to contract completion date.
- Implement a system to monitor the number of individuals working in the project Daily and ensure there is sufficient resources to achieve target programme.
- Attend consultant and subcontractor tender negotiation meetings to facilitate project award.
- Ensure project teams are Defect free at PC and have completed Purchaser defects within 4 weeks of PC of each project.
- Identify issues on projects and advise solutions to the Commercial Manager.
- Manage and monitor the team's budget and the profitability of the projects.
- Manage and monitor the construction programs for projects.

- Ensure head contract and trade contract administration, claims, variations, etc are properly managed by project team.
- Provide Construction Advice at contracts meetings.
- Manage compliance with all systems and processes.
- Ensure progress claims, certificates, invoices, and payments are prepared and finalised within set time frames by the project team in accordance with head contract and company systems and processes.
- Analyse the performance of the project to required targets and manage and mitigate risks that will affect projects meeting their targets.
- Ensure quality construction standards and the use of proper construction techniques.
- Demonstrate a duty of care in all facets of the role in particular when approving payment schedules, supplier invoices and head contract claims.

### **Project Handover**

Oversee 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:

- Oversee project teams to finalise trade contracts and that retention claims submitted and paid.
- All defects are attended to during Defect Liability Period.
- Liaise with Business Development team to ensure the project is photographed, key stakeholders are thanked, and end of project hospitality is completed.
- Ensure project completion procedures completed for each project with all required stakeholders in attendance.

### **Employee Relations**

The Senior Project Manager must manage all Employee Relations requirements and foster a positive culture and continuously promote the company values, behaviours and standard of delivery. Is accountable for the adherence to policies and procedures by the team to ensure a respectful and inclusive work environment. This includes:

- Supervising and training Manager(s) to be effective in their roles.
- Conduct annual performance appraisals and recommend remuneration levels for your team members.
- Promoting, supporting and facilitating teamwork and harmony between all team members by promoting and fostering a positive attitude among all team members.
- Actively participate in mentoring junior staff in accordance with the company mentorship programme.

### **Administration:**

The Senior Project Manager is required to attend meetings as required. This includes:

- Attend and lead meetings as required including Project PCG Meetings and company reporting meetings including WIP meeting, board meetings.
- Prepare submissions, reports and other correspondence associated with Construction activities & other Management functions and present into the Construction Manager.

- Participate in WHS Compliance audits/meetings and ensuring safety of team members
- Undertake all tasks as directed by the Construction Manager.

#### General 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 all incidents to your immediate Manager.
- Report any hazards or environmental aspects to your immediate Manager.

### PERSON SPECIFICATION

#### Qualifications

- Has 5 years' experience as a Senior Project Manager

#### Experience

- Experience working on high end mid-tier residential developments over \$30m.
- Strong programming and project risk management experience with exposure to projects over \$30m.

#### Knowledge

- Advanced knowledge of construction management processes, means and methods.
- Expert knowledge of building products, construction details and relevant rules, regulations, and quality standards.

#### Skills & competencies

- **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.

**Personal attributes**

- Has the ability to lead the team
- Coach and teach team members.
- Apply good problem solving and conflict resolution skills.
- Handle the administrative duties of position including completion of required documents.
- Professional approach.
- Ability to work under pressure.
- Confident manner.
- Positive approach to change.

**Other**

- The Senior Project Manager is responsible for inspiring, leading by example and promoting a positive can-do attitude with consistency, a love and commitment for the company, personal organisational skills, 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**

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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