**Position Description**

|  |  |
| --- | --- |
| **Title** | **Project Manager** |
| **Reporting to** | Construction Manager |
| **Salary Range** | $140,000 per annum |
| **Liaises with** | Construction Manager, suppliers and clients |
| **Award** | Building and Construction General On-Site Award |
| **Type of Position & Hours of work** | Full Time  Monday to Friday  7:00am to 3:30pm and 2:30pm Fridays |
| **Position Summary** | The Project Manager is responsible for the planning, budgeting, organisation, implementation and scheduling of building projects in a timely and cost-effective manner.  To liaise with architects, building engineers, planning and approval authorities, and to assist the Construction Manager in coordinating labour resources, procurement and delivery of construction materials and equipment.  The Construction Unit has been in operation for more than 30 years, successfully completing many construction projects in Tennant Creek and across the Barkly Region in pre- fabrication, building and maintenance. The work can be demanding and in challenging conditions, applicants are required to have a level of physical fitness to fulfil the role. |
| **Essential Criteria** | * Tertiary qualifications within the construction / building industry. * Demonstrated project management experience within the building / construction industry. * Demonstrated ability to achieve outcomes within specified timeframes. * Demonstrated management of resources, financial budgets and project documentation. * Effective interpersonal skills, including the ability to consult, negotiate and liaise with a diverse range of people to achieve required outcomes. * Effective written communication skills. * Previous experience working with Aboriginal Australians and/or organisations and/or a demonstrated understanding of the social, economic and environmental factors impacting on remote communities. * A First Aid Certificate or an ability to acquire. * Must hold a White Card. * A current Drivers Licence is a requirement of the role. |
| **Desirable Criteria** | * A minimum of five (5) years’ experience within the building / construction industry. |
| **Key Attributes** | Successful applicants must hold a current National Police Certificate and a current Ochre Card (Working with Children). |

*The statements contained herein reflect general details, as necessary to describe the principal tasks of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including working in other functional areas to cover absences or relief, to equalise peak work periods, or to otherwise balance the workload. I acknowledge that the attached Key Performance Indicators (page 3 & 4) will be used to assess my performance in this position.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of Julalikari Council Aboriginal Corporation.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Description – Key Performance Indicators**

|  |
| --- |
| **Project Manager** |

|  |  |
| --- | --- |
| **Tasks and Responsibilities** | **Key Result Area/ Key Performance Indicators** |
| **Programs** | |
| Manage construction projects from start-up to completion, adhere to scope of works and maintain compliances. | *Customer feedback of a high standard* |
| Be accountable to the Construction Manager for the efficient operational and financial adherence. | *Regular reporting* |
| Oversee and be accountable for all areas of the construction team | *Regular reporting* |
| Efficient Procurement | *Demonstrated, as per JCAC Policy and Procedures* |
| Stock control and distribution | *Demonstrated, as per JCAC Policy and Procedures* |
| Tool box meetings occurring | *Participation* |
| Staff meetings | *Participation* |
| **Administration** | |
| Emails and correspondence | *Present the company and yourself in a friendly and professional manner, promoting business awareness.*  *Processing and managing all correspondence daily, quickly and efficiently.* |
| Documentation processing | *Scan, copy, email and print efficiently with minimal waste of time.* |
| Efficient filing systems | *Implement and maintain all document within the sections filing systems.* |
| Assist in the management of workflow in the business systems. | *Create/review JCAC Policy and Procedure where required.* |
| Preparation and presentation of reports | *To a high standard and on time.* |
| **General** | |
| Adhere to JCAC Polices & Procedure at all times | *Demonstrated* |
| Liaison with Cultural Team Leader | *As required* |
| **Teamwork/Networking** | |
| Coordinate and direct construction staff. | *Feedback and documentation* |
| Display integrity and ethics consistent with your role within JCAC | *Strong work ethic is observed including respect for management, peers and direct reports* |
| Develop and maintain networks and partnerships with relevant government agencies, cultural organisations and service providers. | *Demonstrated relationships in all areas of work* |
| Actively participate as a member of the team by undertaking all duties enthusiastically and cheerfully, maintaining a positive working relationship with management, employees and clients | *Relationships with colleagues are impartial and objective ensuring that any conflict is dealt with appropriately and in an effective manner as per JCAC policy* |
| Promotion of JCAC culture and values | *Take the lead in demonstrating company values and promoting positive JCAC culture throughout the organisation* |
| **Training** | |

|  |  |
| --- | --- |
| Attend training as requested | Attend paid and unpaid training |

|  |  |
| --- | --- |
| **Financial** | |
| Maintain operations within allocated Funding | Maintain compliance with sections Budget |
| Identify tenders and projects of opportunity | Ongoing works |
| Provide all financial documents to the Finance Team in a timely manner | On time, as required |
| All financial requirements for the section are met | Maintain compliance with |

|  |
| --- |
| Work Health & Safety |

|  |  |
| --- | --- |
| Oversea and comply with all Work Health & Safety (WHS) policies and procedures and ensure employees operate safely and efficiently at all times | *Relevant forms and reports submitted to Executive Manager Community Services within 48 hrs of request* |
| Adhere to the vehicle use policy | *No breaches of the vehicle use policy are observed* |
| Attend toolbox meetings and regular WHS briefings | *Meetings attended and participated in* |
| Complete and submit to the HR Office hazard and incident report forms when any hazards/ incident/ near miss occurs | *Forms completed within 12 hours of incident and 24 hours of hazard/ near miss* |
| Complete Safe Work Method Statement (SWMS) and Job Safety Analysis’s (JSA) as required | *As required and in line with JCAC Policy and Procedures* |
| Implement and maintain the Workplace Health and Safety Management System | *Implemented and maintained* |
| Conduct/participate in annual internal audit and management reviews on the all Quality Management Systems | *Complete in a timely manner and in line with JCAC policy and procedure.* |

|  |  |
| --- | --- |
| **Document ID** | HR-PD |
| **Version** | 1.00 |
| **Review Date** | 16/09/2022 |