

## POSITION DESCRIPTION

### ***Senior Project Manager – Construction & Major Projects Division***

NSG Boffa provides an Electrical and Communication solution for any major construction projects and effective operational and essential asset monitoring and maintenance for our clients. Through a blend of leadership and strong on the ground support, our company is helping to shape landmark developments across South Australia. We are committed to providing a safe and healthy working environment for our workers and for contractors and visitors to the workplace.

Our vision is to be South Australia's leading Electrical and Communications Solutions Specialist, renowned for being highly adaptive, technologically skilled and above all, tomorrow ready, today. We deliver quality solutions, foster ongoing relationships with customers, suppliers and strategic partners and provide a safe, nurturing environment for our people whilst minimising our environmental footprint.

We are a leading employer of:

- Electricians, Apprentices & Trades-Assistants
- HV / Specialist Electricians
- Project Managers & Administrators
- Estimators
- Administration, Executive and Customer Support Staff

#### **Purpose of Position**

We seek a highly motivated, passionate and reliable individual to join our Klemzig Construction based team.

The effective management of projects satisfying customer delivery and quality expectations, and meeting all financial targets and objectives, and ensuring full compliance to the HSEQ system.

#### **Position Authority**

Reporting to the Operations Manager & General Manager or as indicated otherwise.

#### **Functional Relationships**

##### **Internal:**

- General Manager
- Operations Manager
- HSEQ Manager
- Commercial Manager
- Estimating Manager
- Administration Manager
- Contract & Project Administrators
- Electricians & Other Staff as required

##### **External:**

- Clients and related stakeholders (including Principle Contractors and their delegates)
- Product Suppliers & Sub-Contractors
- Engineering Consultants & Authorities

- Site Personnel

## Responsibilities / Duties

### Project & Contract Management:

- Attend major new project/contract hand over meetings.
- Understand contract requirements.
- Review projects with Supervisors and Forepersons prior to commencement.
- Understand contract risks including safety and monitor deviations from scope.
- Ensure project/contract plans will meet client expectations and make changes where necessary.
- Effectively plan and monitor projects.
- Regularly review projects/contracts to ensure conformance to technical, financial and client requirements.
- Proactively manage and support staff in pursuit of project/contract activities, and make changes where necessary.
- Assist with any design activities.
- Actively support clients in achieving cost effective, timely outcomes to projects.
- Continuously improve systems, processes and procedures.
- Continuously improve revenue, cost and profitability performance.
- Review all projects/contracts with Manager upon completion.
- Provide Post Tender Contract Management to projects and contracts performance.
- Ensure all activities are carried out in accordance with Company Guidelines, Vision, Mission and Value Statements.

### Health and Safety, Environmental and Quality

- Participate in nurturing the development of a **culture of zero harm**.
- Follow all HSEQ procedures and processes and recommend changes where necessary.
- Commit to the effectiveness of the HSEQ system as required.
- Ensure conformance with the goals and objectives of the HSEQ system and initiatives.
- Maintain high visibility and relationship development on all worksites.
- Be actively involved in major incidents and other investigations as directed by the HSEQ Manager.

### Commitment to Customer Service

- With the Estimating / Commercial Manager(s), attend as required to regular reviews to discuss opportunities.
- Build meaningful relationships with customers and their clients that result in a win / win outcome.
- Conduct regular feedback to General Manager with regards to upcoming projects or opportunities for further business.
- Provide feedback to customers when tasks are completed and of any outcomes and recommendations.
- Ensure that clothing and vehicles are maintained and presented to a high standard at all time.

### Communication with Team

- Contacts requestor and / or technical contact for clarification / details / assistance as needed.
- Feedback time / cost estimate / quotes as required.
- Develops project / task plan with team.
- Keeps projects / tasks on schedule.

### Labour Management

- Identify and be involved in employment of quality staff to meet project/contract expectations.
- Ensure all new staff are fully inducted and trained for their roles.

- Regularly review project/contract labour allocation and make adjustments as required.
- Ensure familiarity with and compliance to the Enterprise Bargaining Agreement.

#### **Procurement**

- Research material, supplies and equipment as required.
- Maintain project / task inventory as required.
- Ensure all paperwork is monitored and maintained in the appropriate manner.
- Liaise and develop relations with major vendors and suppliers.
- Ensure all stock is purchased and expedited to meet project/contract completion dates.
- Approve purchase of major project/contract items and materials.
- Maintain stock at pre-agreed levels.
- Negotiate material prices with suppliers and maximize purchasing power.

#### **Variations**

- Review and approve all variations.
- Approve variations prior to submission to clients.
- Support Construction Manager in negotiation with clients of variations in dispute.

#### **WIP and Forecasting**

- Analyze and Review WIP movements prior to Forecasting meeting with Manager, making changes where necessary.
- Discuss WIP and Forecasting projections with Manager if necessary to validate data.
- Meet with Manager to consolidate monthly WIP and Forecast.
- Expedite actions as a consequence of published monthly results to ensure staff meet project expectations.

#### **Documentation within Team**

- Assures that all information needed for the project is obtained and logged / recorded in an accurate and timely manner.
- Assures that any annual leave and sick leave are put through the appropriate process.
- Ensure that changes are documented and communicated.
- Ensures that all work is tested as per legislative requirements and results saved as per specifications.
- Uses all technology and procedures to monitor and track projects.

#### **Clients**

- Establish and maintain close working strategic relationships with clients.
- In particular, build effective professional relationships with clients who have major projects/contracts.
- Establish regular meeting schedule for overall project/contract review.
- Be proactive in advising clients of potential risks relating to project targets, deadlines, costs and supply.

#### **Business Development**

- Maintain and build on existing client relationships.
- Develop new strategic relationships with major clients.
- At every opportunity cross sell the Companies capabilities.

#### **General Management**

- Review and implement staff training and development needs
- Ensure employee and industrial relations issues are efficiently managed to maintain positive morale and

performance

- Support staff supervisors, and leading hands in pursuit of their activities and make changes where necessary.

#### Essential Competencies

- Ability to comply with all company policies, procedures and practices as provided.
- Be adaptive and reliable across all type of Construction Management roles.
- A strong focus on workplace health and safety, quality and a commitment to supporting the organisations environmental initiatives and approaches.
- Ability to work in a wide range of workplaces including active facilities and construction sites.
- Knowledge and extensive understanding of relevant compliance requirements and AS/NZ Standards as required.
- Able to work on a number of jobs at the one time.
- Strong interpersonal and communication skills, both verbal and written.
- Extensive computer skills.
- Ability to work independently or in teams.

#### Remuneration

Successful candidates will be employed under a Negotiable Non-Disclosure Agreement outlining base package and associated entitlements.

#### Submission of Applications

**All Applications should be submitted prior to 5.00pm on Friday September 28, 2018.**

Applications must include a Cover Letter addressed to the Human Resource Manager expressing your interest, workplace history and skills. A current CV inclusive of three references with full employment history should also accompany your letter.

All Enquiries and Applications should be addressed to:

**Nicholas Cross**  
**Human Resource Manager**  
**NSG BOFFA**  
Phone: 08 8369 3333  
Email: [hr@nsgboffa.com.au](mailto:hr@nsgboffa.com.au)

For more information on this position and other available positions within the organisation please visit <http://www.nsgboffa.com.au/human-resources/employment>

***NSG BOFFA is an Equal Opportunity Employer, and we invite you to be part of an organisation that fosters a diverse workplace, supports many local associations and environmental initiatives.***