

<b>JOB TITLE</b>	<b>SENIOR PROJECT MANAGER</b>
<b>DIVISION</b>	<b>PROJECTS</b>
<b>REPORTS TO</b>	<b>GENERAL MANAGER</b>
<b>DATE</b>	<b>24/05/2021</b>

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**POSITION DESCRIPTION****Position purpose**

The Senior Project Manager is responsible for providing project management expertise, leadership and advice, and sharing their technical knowledge, to contribute to the success of the Division and the company.

**Main responsibilities**

Core responsibilities:

- Promote and model Benmax values and behaviours
- Support and develop a skilled team capable of delivering exceptional project management to support all Divisions, align with the company's strategic objectives and contribute to profitability
- Manage project budgets
- Promote and ensure compliance with relevant codes and standards and Benmax WHSEQ systems
- Participate in internal and external QA audits
- Improve efficiency and effectiveness by continually reviewing and updating QA systems and processes in consultation with Group Manager Construction and ICT Platform Manager and participate in regular team meetings
- Contribute to Division planning and participate in, and contribute to, other planning activities as required
- Develop project, monitor project progress and ensure project deliverables are met
- Work collaboratively with others to ensure the smooth function of the company between the various Divisions
- Work with HR Manager, Group/Division Managers and General Managers to ensure suitable staff and contractors are employed as required
- Develop and maintain client relationships

Position specific:

- Manage direct report Project Managers.
- Mentor Project Managers and Cadet Project Managers
- Manage large site teams
- Conduct project start-up meeting with entire team to ensure roles and responsibilities are clear
- Develop, document and implement project plans
- Track and update project milestones, deliverables and budget
- Manage contracts and ensure contract conformance
- Create and manage subcontractor contracts and purchase orders
- Manage contract correspondence, contract variations/change orders and project administration
- Assist the Business Development Manager to develop new customers
- Assist the Business Development Manager to convert construction jobs into maintenance jobs
- Invoice and collect project receivables
- Approve project payables

- Lead project team meetings
- Manage overall labour requirements including setting up cost codes
- Review drawings for QA sign-off and manufacture

The above list is not exhaustive and the role may change to meet Benmax strategic objectives.

**Key Performance Indicators (KPIs)**

- Toolbox and Monthly Reports 100% complete
- ITPs and QA
- 100% adherence to Benmax WHS procedures

**Knowledge, skills and abilities**

- [Level 2 core competencies](#)

This position:

- Highly developed project management skills
- Highly developed coaching skills

**Qualifications**

- Certificate IV in Project Management Practice (essential) or relevant industry experience
- Diploma in Project Management (desirable) or relevant industry experience
- Diploma of Management (desirable) or relevant industry experience

**Industry membership/s**

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**Experience**

- Ten years' experience in a similar role