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| <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>1/07/2021</b>              |

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## POSITION DESCRIPTION

### Position purpose

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

### 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
- Work with the General Manager to develop and manage the budget, including allocation of resources to ensure the effectiveness of operations
- Deliver projects, monitor project progress and ensure project deliverables are met
- Promote and ensure compliance with relevant codes and standards and Benmax WHSEQ systems
- Participate in internal and external QA audits
- Ensure workplace health, safety, environment and quality management principles are included in, and actively participate in, organisational planning and operational activities, including hazard/risk identification, risk management, monitoring, reporting, operational performance and operational review, all with a view to improving WHSEMS performance
- Ensure provision of workplace health safety, environmental and quality information and all policies and procedures are available through the Quality system
- Consult with employees and other interested parties and ensure participation to improve decision-making and outcomes of the WHSEMS and Quality system
- Contribute to Division planning and participate in, and contribute to, other planning activities as required
- Work collaboratively with the General Manager to ensure the smooth function of the business
- Work with General Manager and People & Culture Manager to ensure suitable staff and contractors are employed as required
- Develop and maintain client relationships and contribute to strengthening and growing Benmax's strategic stakeholder relationships

#### Position specific:

- Manage direct report Project Managers.
- Coach and support project managers to develop their project construction and project management skills.
- Manage site teams
- Conduct project start-up meeting with 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
- 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)**

- Monthly reports, budget updates, and progress claims are completed accurately and on time
- Toolbox and Monthly Reports 100% are completed appropriately and on time
- ITPs and QA plans and records are completed accurately and on time.
- Customer relationships, both internal and external are positive
- 100% adherence to Benmax WHS procedures

**Knowledge, skills and abilities**

- [Level 2 core competencies](#)

This position:

- Highly development project management skills
- Highly developed coaching skills
- Expertise in mechanical services
- Awareness and understanding of construction contracts for the relevant jurisdiction

**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**

- Nil listed at time of preparation of PD

**Experience**

- Ten years' experience in a similar role