

JOB TITLE	SENIOR PROJECT MANAGER
DIVISION	PROJECTS
REPORTS TO	GENERAL MANAGER
DATE	26/09/2024

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.
- Develop project plans, 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.
- Improve efficiency and effectiveness by continually reviewing and updating QA systems and processes in consultation with General Manager and ICT Platform Manager, participate in regular team meetings.
- 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
- 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:

- Provide leadership and direction to Project Managers.
- Coach and support project managers to develop their project construction and project management skills.
- Manage site teams, set KPI's for team members and monitor progress.
- 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 developed project management skills
- Highly developed coaching skills
- Expertise in mechanical services, specifically HVAC
- 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

- Not applicable

Experience

- Ten years' experience in a similar role