

POSITION DESCRIPTION

Position	Project Manager - Senior
Report to	Construction Manager
Direct Reports	Nil
Business Unit	Construction
Location	Canterbury

POSITION SCOPE AND PURPOSE

To efficiently and effectively manage the delivery of Calder Stewart commercial and industrial building projects through planning, implementation and coordination of Calder Stewart staff, contractors, sub-contractors and suppliers ensuring customer satisfaction through a high standard of professionalism and conduct.

KEY RESPONSIBILITIES

Ensure Health, Safety & Environmental requirements are addressed in all operations and project planning

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.
- Reports all H&S and Environmental risks and incidents.
- Completes HSE Risk Identification and Assessments.
- Participates and engage with the organisation's Management System.
- Collaborates and implement Improvement suggestions in your area of responsibility.

- Participates in emergency response training and practice drills.
- Participates in HSE Meeting where required.
- Participates in Staff Meetings if requested.
- Uses authority to stop any unsafe act.

Project Programming

In conjunction with the Site Manager, ensure project programming is effectively completed

- Master construction programme and sub-contract programmes for projects are developed and maintained
- Sufficient resources to achieve programme goals are managed and maintained
- Action is taken to reduce or eliminate construction delays resulting from changing circumstances e.g., inclement weather
- Labour resources are planned, programmed, and controlled.

Leadership and Staff Management

Foster good relationships and demonstrate good leadership with all stakeholders of our business and in relation to all project work

- Effective relationships are developed and maintained at all times with our client, site staff, consultants and subcontractors
- Employees and sub-contractors are met at beginning of job and provide project brief, administration and management
- The project team deliver the project on time and within budget with effective management and leadership from the Project Manager
- Effective mentoring is provided to staff to develop staff skills and improve productivity
- Team meetings are attended as required by the Regional Manager
- PDP's (Personal Development Plans) are conducted and completed on time and regular meetings are held with individual staff to monitor performance and individual objectives
- Construction sites are visited on a regular basis in-order to perform Project Management role effectively
- Staff are trained, coached, and developed and their work is checked towards continual improvement in their skills and knowledge base.

Financial

Ensure project is delivered on budget

- The Quantity Surveyor and Site Managers are lead and managed to ensure projects are delivered and completed within the budget
- Wherever possible, all variations are recovered from the client and costs are charged in accordance with the project documentation
- Work with Quantity Surveyor to identify and mitigate all financial risk areas of the project
- Contractual obligations are adhered to at all times.

Quality

Ensure quality related work is conducted and completed in a timely manner

- Management of project documentation in conjunction with Site Manager & Quantity Surveyor is conducted and effective including
 - Contract documentation
 - Consent documentation
 - H&S documentation
 - QA plan documentation
 - Handover documentation
- Risks and issues associated with the project are identified and effective mitigating actions are introduced
- Verbal & written communications are relevant, timely & recorded
- Documentation is kept up to date, relevant, timely & recorded
- A high quality of workmanship is conducted, and projects are completed on time
- Design documentation is reviewed ensuring constructability issues are understood and risk mitigated
- Clients are communicated to on a regular basis regarding project status
- Consultants are lead and managed to achieve successful project completion
- Input is provided for Contract negotiation (Main Contract, Consultant Contract & Sub-Contract)
- Drawings and specifications are interpreted and communicated effectively to staff, sub-contractors, suppliers, and the client
- Projects are monitored for compliance with all building codes and relevant regulations
- Input is provided in relation to project "buildability" to determine most efficient methods of construction
- All warranties, guarantees, permits and licenses are obtained, enforced, and supplied to the client upon completion of the project
- Completed work is inspected to ensure a consistently high level of product finish.
- Employees and subcontractors are briefed on project specifications, including location, materials, allowances etc
- All subcontractors and employees are present on site, as required with all the requisite materials available when schedule dictates
- Extra value is obtained from projects through the efficient management of materials and labour

Contract Supervision

Ensure adequate supervision of the project team is maintained

Contract Administration

Undertake contract administration duties including but not limited to obtaining prices, issuing purchase orders, checking time sheets, variations, and invoices

- All contract purchase orders, and documentation are completed as contract conditions specify in a timely manner
- A monthly report is provided to the Regional Manager incorporating programme status, health & safety, risks, quality, and financial statuses
- All contracts are administered professionally with all milestones achieved as proposed
- Variations are documented and actual materials and labour are accurately recorded
- KPI's are recorded and complete
- Project programme is effectively maintained, and regular reports are provided to management and clients
- Staffing levels are available to meet programme deadlines
- Lead times are met, and client design issues are resolved
- Correct contract consents and approvals are obtained and complied with
- Schedule, project changes and document variations are recorded and actioned.

Project Management

- All key personnel have copy of projected timelines including key milestones to be achieved
- Regular Project meetings are scheduled to chart progress
- Contingency plans to mitigate all identified and potential risks to the smooth running of the project are conducted in conjunction with Site Manager
- Work is conducted with design consultants in representation of the client's role
- Complete relevant documentation and orders related to the projects

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Senior Leadership
- Regional Managers
- Other Project Management staff
- Administration staff

External

- Client and potential clients
- Contractors
- Sub-contractors
- Suppliers

- Construction staff

PERSON SPECIFICATIONS

Essential

- A formal qualification in Contract Management or Project or Property Management
- Management experience specifically in a commercial/industrial environment along with knowledge of a variety of building/construction techniques
- A relevant trade/advanced trade certificate
- Extensive experience at a management or senior level in the construction industry
- Evident interpersonal skills that ensure strong client relationships are formed along with high level of communication ability both written and oral
- Attention to detail and ability to think conceptually, interpret drawings and determine the right outcome for the client
- Proven negotiation skills, problem solving techniques and able to handle situations under pressure
- Proven organisational and time-management skills with the ability to prioritise work effectively
- Proven experience in operational and staff management practices and ability to motivate the team around you
- Professional manner and is adaptable and flexible to the competing demands of the role
- Competence in Microsoft Office to include MS Project, Sharepoint and Procore
- Demonstrate a 'hands on' approach and ability to be flexible and adaptable
- Results oriented and a strong desire for success
- Ability to work unsupervised and to make decisions
- Working knowledge of contract law and conditions of contract (NZS 3910, 3915, 3916, SA 2017, NZIA 2007)
- Site Safety passport or similar

Desirable



Our Vision

**New Zealand's
property and build
partner of choice.**

Our Purpose

**Build a strong
future – for our
people, our
customers and
the communities
that we live and
work in.**

Our Values

**FIND A
WAY.**

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future

**PLAY
FAIR.**

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate

**BE
LOYAL.**

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers

**OWN
IT.**

We take ownership of our wellbeing, our work and the work of our team.