

Job Description

Project Manager



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:		Project Manager
Location:		Bowhill, South Australia
Current as of:		June 23
Reports to:		Project Manager (Leadership)
Direct Reports:		-
Key Relationships:		Managing Director, Operations Manager, Production Supervisor, Projects Team, Quality Team, Clients, Suppliers & Contractors,

Purpose

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- **Together we thrive**
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Mission

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- **We transform communities & our people, by optimising & building structures that matter**
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Core Values

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- **We do what we say we are going to do**
 - **We get things done, together**
 - **We work smarter**
 - **We help our clients win**
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Core Competencies

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- **Smarter together** - optimization specialists in large, welded components
 - **Win Before you Start** - cost with certainty
 - **Complexity done excellently** - systems and process, refinement
 - **Committed to Our Community** - strengthen our region
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Role Purpose:

As the Senior Project Manager at Bowhill Engineering, you are responsible for directing and controlling the delivery of selected Projects. You are to ensure the achievement of profitable outcomes and satisfied customers, through the coordination of resources (internal through Operations and external directly), to deliver the project requirements.

As the Senior Project Manager, the role, asks you to use your skills and experience to bring in projects on time and within the budget. During your time here at Bowhill, it is expected that you'll role model the leadership behaviours that create a high performing, engaged culture.

You have the following key areas of responsibility:

- Project Management
- Strategic Relationships
- Compliance
- Tendering
- Continuous Improvement

KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Project Management	<p>Plans/manages multiple consecutive projects to optimise profitability and quality to the desired timing as directed by Projects Team Leader.</p> <p>This includes:</p> <ul style="list-style-type: none"> ▪ Scopes client project needs and identifies project measures of success and opportunities. ▪ Creates project plans outlining key project milestones and resources ▪ Tracks project progress against the project plan ▪ Keeps clients informed of issues, success and progress ▪ Manages and tracks progress claims & variations ▪ Financial management of projects against budget to proactively avoid sub-optimal results. ▪ Ensures compliance with the required standards ▪ Effectively manages client expectations 	<ul style="list-style-type: none"> ▪ Volume of client non-conformances (target = zero) ▪ Projects delivered within budgets ▪ Projects delivered on time and to scope
Strategic Relationships	<ul style="list-style-type: none"> ▪ Manages the external company reputation and sustainability of relationships as well as production efficiencies and coordination through engaging relationships with: <ul style="list-style-type: none"> – Clients – Suppliers – Production 	<ul style="list-style-type: none"> ▪ Key suppliers are engaged to obtain and provide feedback each quarter ▪ Client satisfaction (NPS > 45)
Compliance	<ul style="list-style-type: none"> ▪ Oversees quality, safety and project compliance to ensure the team have a clear understanding of requirements and are operating in line with these. ▪ Ensures contracts are in place and obligations are met ▪ Ensures quality & safety standards are met by sub-contractors ▪ Ensures client has peace of mind that compliance is 100% ▪ Tracks and reports on all relevant areas to ensure compliance with the policy framework 	<ul style="list-style-type: none"> ▪ Client compliance and quality standards are met by sub-contractors and the business ▪ Zero client NCRs
Tendering	<ul style="list-style-type: none"> ▪ Supports the tendering process as required via coordination with the Estimator. 	<ul style="list-style-type: none"> ▪ Timely & accurate submissions with a win ratio of +40%

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Continuous Improvement	<ul style="list-style-type: none">Actively seeks to improve the weakest link, eg Drafting, Site Work, Scheduling, Incoming goods inspection, Material Confirmations, MDR Paperwork, Plate naming etc	<ul style="list-style-type: none">1 Continuous Improvement implemented per quarter
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TEAM LEADER BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Communication	<ul style="list-style-type: none"> Communicates proactively, clearly and effectively with team members, peers and management Tailors communication content, channel and style to the audience to increase understanding and acceptance Able to provide instructions in a manner that are easily understood
Competent	<ul style="list-style-type: none"> Shows a level of intelligence and aptitude in order to learn quickly to get things done Is productive and can be relied on to complete any task Demonstrates an attitude of being proactive and seeking out solutions to problems
Accountable	<ul style="list-style-type: none"> Does what's required and leads by example Takes responsibility and accountability for the work and performance of others and addresses under-performance issues swiftly and effectively Makes firm, timely decisions, initiates action to pursue opportunities, addresses issues and prevents problems
Courageous	<ul style="list-style-type: none"> Deals with issues and has 'difficult' conversations early Keeps the focus on the issue not the person Clarifies differing views and perspectives, finds ways to reach a resolution, unearths hidden or unstated issues and deals with them
Problem Solving	<ul style="list-style-type: none"> Seeks the input of others to fully understand issues, and takes the time to explore problems Explores multiple options and formulates strategies to address problems Takes action and sets up systems/procedures to prevent problems recurring
Collaboration	<ul style="list-style-type: none"> Manages effective teams to work collaboratively towards common goals Works with across the business and with other departments within the business to work through problems Works collaboratively with other team members, management and others to achieve goals and ensure customers' needs are met
Builds High Performing Teams	<ul style="list-style-type: none"> Provides timely coaching, practical advice and specific feedback to help others succeed and grow Inspires staff at all levels to achieve their best Recognizes and rewards performance, celebrates success
Self-Development	<ul style="list-style-type: none"> Is committed to continuous learning and self-improvement Can learn new skills in new and challenging situations Learns new information and grasps new concepts quickly and easily and is able to apply them to work

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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
▪ Honesty	▪ Dishonesty
▪ Teamwork	▪ Negativity
▪ Respect	▪ Backstabbing
▪ Patience and Tolerance	▪ Intimidation
▪ Work life balance	▪ Handballing

DESIRABLE REQUIREMENTS

QUALIFICATIONS

- Current Driver's License (manual)
- At least 5 years' Australian experience within Project Management, preferably in construction or steel industry

EXPERIENCE

- Highly developed oral and written communication skills, interpersonal and negotiating skills.
- High level of organisational skill especially in job planning and identifying fine detail.
- Excellent time management skills
- Competent IT skills including the use of MS Word, Excel & Outlook, basic Auto Cad
- Reading and understanding of project requirements by deciphering consultant drawings.
- Broad Knowledge of more than one field of engineering
- Competent use of MS Project software.
- An understanding of the WHS Act & Regulations and their application