

# Job Description

## Project Manager



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*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.*

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<b>Position Title:</b>		<b>Project Manager</b>
Team:		Project
Location:		Bowhill, South Australia
Current as of:		May 26
Reports to:		Senior Project Manager
Direct Reports:		Project Team
Key Relationships:		Leadership Team, General Manager Operations, Projects Team, Quality Team, Clients, Suppliers & Contractors

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### 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 Project Manager, your role is to oversee and coordinate various aspects of the project team to ensure successful completion of all projects. To excel in this role, you must be conscientious, paying close attention to detail and ensuring that all project requirements are met. Thoroughness is key, as you must be diligent in planning and executing each phase of the project with precision.

You must be concerned with rules and accuracy, ensuring that all project deliverables meet the necessary standards and comply with regulations. Being proactive and taking initiative is essential, as you must anticipate potential challenges and develop strategies to mitigate them.

A competitive spirit drives you to succeed, pushing you to excel and achieve goals beyond expectations. You are driven to get things done, maintaining a sense of urgency and focus to ensure that the project stays on track. Positive responses to pressure are essential, as you must remain calm and composed in the face of unexpected obstacles.

In summary, the Project Manager role requires a combination of conscientiousness, thoroughness, precision, concern with rules and accuracy, proactivity and initiative, competitiveness, a drive to get things done, and a positive response to pressure.

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### Noteworthy behaviours:

- Conscientious
- Thorough
- Precise
- Concerned with rules & accuracy
- Proactive and take initiative
- Competitive
- Driven to get things done
- Positive response to pressure

### You have the following key areas of responsibility:

- Project Management
- Strategic Relationships
- Compliance
- Tendering/VO's
- Continuous Improvement

**Employee Productivity Target – 60% WR / 40% WU**

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### KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
<b>Project Management</b>	<p>Plans and manages multiple consecutive projects to optimise profitability and quality within the required time frames; This includes:</p> <ul style="list-style-type: none"> <li>▪ Scopes client project needs and identifies project measures of success</li> <li>▪ Creates project plans outlining key project milestones and resources</li> <li>▪ Tracks project progress against the project plan</li> <li>▪ Keeps clients informed of issues, success and progress</li> <li>▪ Manages and tracks progress claims &amp; variations</li> <li>▪ Performs financial tracking and management of projects against budget</li> <li>▪ Ensures compliance with the required standards</li> <li>▪ Effectively manages client expectations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Client satisfaction (NPS &gt; 45)</li> <li>▪ Volume of client non-conformances (target = zero)</li> <li>▪ Projects delivered within budgets</li> <li>▪ Projects delivered on time and to scope</li> </ul>
<b>Strategic Relationships</b>	<ul style="list-style-type: none"> <li>▪ Manages the external company reputation and sustainability of relationships through an active involvement with key clients &amp; suppliers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Key clients are engaged and provide feedback each quarter</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>▪ Ensures the team has a clear understanding of client &amp; technical requirements and are operating in line with these.</li> <li>▪ Ensures contractual obligations are met</li> <li>▪ Ensures quality &amp; safety standards are met by sub-contractors</li> <li>▪ Ensures client has minimal questions and peace of mind that compliance is taken care of</li> <li>▪ Tracks and reports on all relevant areas to ensure compliance to the policy framework</li> </ul>	<ul style="list-style-type: none"> <li>▪ Client compliance and quality standards are met by sub-contractors and the business</li> <li>▪ Zero client NCRs</li> <li>▪ Client has minimal questions and peace of mind that compliance is taken care of</li> </ul>
<b>Tendering</b>	<ul style="list-style-type: none"> <li>▪ Supports the tendering process as required</li> </ul>	<ul style="list-style-type: none"> <li>▪ Timely &amp; accurate</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>▪ Actively seeks to improve the weakest link, eg Drafting, Site Work, Scheduling, Incoming goods inspection, Material Confirmations, MDR Paperwork, Plate naming etc</li> </ul>	<ul style="list-style-type: none"> <li>▪ 1 Continuous Improvement implemented per quarter</li> </ul>

**TEAM LEADER BEHAVIOURS**

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

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### BOWHILL ENGINEERING CODE OF CONDUCT

<b>We Expect and Accept:</b>	<b>We Don't Expect or Accept:</b>
<ul style="list-style-type: none"><li>▪ Honesty</li></ul>	<ul style="list-style-type: none"><li>▪ Dishonesty</li></ul>
<ul style="list-style-type: none"><li>▪ Teamwork</li></ul>	<ul style="list-style-type: none"><li>▪ Negativity</li></ul>
<ul style="list-style-type: none"><li>▪ Respect</li></ul>	<ul style="list-style-type: none"><li>▪ Backstabbing</li></ul>
<ul style="list-style-type: none"><li>▪ Patience and Tolerance</li></ul>	<ul style="list-style-type: none"><li>▪ Intimidation</li></ul>
<ul style="list-style-type: none"><li>▪ Work life balance</li></ul>	<ul style="list-style-type: none"><li>▪ Handballing</li></ul>

### DESIRABLE REQUIREMENTS

#### QUALIFICATIONS

- Current Driver's License (manual)
- At least 5 years' Project Management experience within structural steel industry

#### EXPERIENCE

- Highly developed oral and written communication skills, interpersonal and negotiating skills.
- High level of organisational skills 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