



# Position Description: Senior Project Manager

## Background

Dalton Consulting Engineers (DCE) is privately owned and passionately managed civil engineering consultancy with a growing global footprint.

Specialising in three core areas of expertise; *urban development*, *infrastructure* and *sport*, DCE has become one of the most recognisable firms in the provision of innovative civil engineering design and project management.

With a commitment to world's best practice, DCE is an industry leader in technological innovation and currently works with some of Australia's largest property developers, water authorities and sporting associations.

## The Role

The role will report to the Project Director. Primary functions of this role include:

- Highly skilled project manager taking lead role on projects and leading delivery team
- Autonomously managing projects of multiple components, large infrastructure projects, feasibility studies and development estimates
- Manage projects to completion and perform project reviews
- Leadership and business development responsibilities
- Establish Client and Authority relationships

## Responsibilities & Duties

Areas of Accountability	Key Activities	Key Measures
<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Tender preparation, analysis, reporting and contract preparation</li> <li>• Plan and determine cost of projects</li> <li>• Monitor and report on project timelines</li> <li>• Coordinate each stage of the project with the relevant Authorities</li> <li>• Ensure processing of contractor claims and relevant Authority payments within Contract timeframes</li> <li>• Coordinate and monitor the maintenance of project documentation</li> <li>• Ensure all meeting minutes are documented and follow company procedures</li> <li>• Ensure construction performance is strictly in accordance with contract</li> <li>• Perform Role of Superintendent in accordance with contract</li> <li>• Understanding of DCE fee proposal and scope of works, inclusions, exclusions, and responsibilities</li> <li>• Ensure variations to contracts are negotiated with clients in accordance with DCE policies</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly team meetings with structured documentation to track projects and resources</li> <li>• Report non-compliance to Director Engineering or Senior PM (Team Leader)</li> <li>• Ensure Contractor claims are processed by Construction Engineer within Contract terms.</li> <li>• Relevant Authority payments processed before expiring</li> <li>• Ensure Statement of Compliance is issued by the appropriate council where relevant</li> <li>• Documentation is to be current at all times</li> </ul>
<b>Project Design</b>	<ul style="list-style-type: none"> <li>• Consult with Design Managers to determine resources</li> <li>• In consultation with Design Managers, prepare design programs to align with fee forecast, and to inform resource allocation</li> <li>• Determine briefs for subcontractors, tender, engagement &amp; liaison</li> <li>• Ensure environmental factors considered</li> <li>• Comply with company policies and procedures including OHS &amp; environmental requirements; report any unsafe issues and contribute to OHS &amp; environmental improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Review design documents to assess compliance with Statutory Authorities and internal QMS</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Prepare fee cash flow in accordance with Client program expectations and revise as appropriate</li> <li>• Monitor current project expenditure against DCE's budget</li> <li>• Update weekly timesheet daily</li> <li>• Prepare and issue fee variations where appropriate based on understanding of the scope of works</li> <li>• Prepare project development estimates to determine project feasibility</li> <li>• Prepare fee proposals in consultation with Directors and Business Development Manager</li> <li>• Manage project costs, fees, bonds and reimbursements for Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of Monthly Invoices in accordance with invoice projections and ensure these are issued by the end of the month (or earlier)</li> <li>• Manage resources within allocated budget</li> <li>• Monthly Project Reporting on Actual Costs vs Invoiced amount and cost to complete</li> </ul>

<b>Business Development</b>	<ul style="list-style-type: none"> <li>• Liaise closely with clients and the Business Development Manager to ensure opportunities for business development are pursue</li> </ul>	<ul style="list-style-type: none"> <li>• Refer business opportunities to BDM</li> </ul>
<b>Client Satisfaction</b>	<ul style="list-style-type: none"> <li>• Attend and contribute to site meetings (as required)</li> <li>• Provide regular feedback to clients and Director Engineering or Senior PM (Team Leader)</li> <li>• Identify ways of achieving project objective in the most economical manner</li> <li>• Ensure construction performance is strictly in accordance with contract</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of monthly progress reports for issue to Clients</li> </ul>
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>• Keep up to date with industry policies and regulations</li> <li>• Completed Confined Space Entry requirement</li> <li>• Adopt a proactive approach to learning and development</li> <li>• Work towards completing (or have completed) a CP Engineer qualification</li> <li>• Develop commercial awareness for a specific area of expertise within Civil Engineering</li> <li>• Keep up to date with AS contracts, changes and principles</li> </ul>	<ul style="list-style-type: none"> <li>• Stay current with published articles relevant to work</li> <li>• Attend / participate in training as required</li> </ul>
<b>Leadership and Values</b>	<ul style="list-style-type: none"> <li>• Role model DCE's vision and values</li> <li>• Actively engage with team members and support others in performing at their best, creating a culture of success &amp; group effort</li> <li>• Identify conflicts of interest and manage them responsibly</li> <li>• Participate in leadership meetings and contribute to the DCE strategic planning</li> </ul>	<ul style="list-style-type: none"> <li>• Positive Culture of continuous improvement</li> <li>• Uphold the company's code of conduct and business ethics</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Identify and flag any potential hazards</li> <li>• Assist in the resolution of hazards and management of incidents</li> <li>• Read communication about safety concerns in the workplace</li> <li>• Operate equipment safely and ensure the team uses safe work habits while performing job function</li> </ul>	<ul style="list-style-type: none"> <li>• Drive a 0% notifiable incident workplace</li> <li>• Adhere to all workplace health and safety (WHS) policies and procedures</li> </ul>

## Skills, Qualities & Experience

- Completion of Bachelor of Engineering (Civil) or Diploma in Engineering
- Excellent time management skills with experience in managing competing deadlines
- Excellent verbal and written communication and interpersonal skills
- Initiative, analytical and problem-solving skills
- Willingness to learn and grow within in the role
- Ability to maintain confidentiality
- Ability to expand financial growth and budgets
- Business Development
- Permanent permission to work in Australia
- National Police Check
- Valid Australian Driver's License and a reliable car