

PBS Building - Position Description Project Manager

Job title:	Project Manager
Work Location:	Brisbane and Gold Coast
Division/Department:	TBA
Reports to:	Project Director
Positions reporting to this role	TBA

Key Functions/Responsibilities:

- Ensure that the project is adequately resourced to meet all performance criteria, including customer service, budget/profit, time, quality, safety, environmental and community liaison. Ensure that the design intent and design performance criteria are met through the design development process.
- Develop and review design and construction planning and monitor progress to ensure that all elements of the project work are on schedule and within cost estimates.
- Report monthly on project performance criteria, including cost, time, quality, safety and environmental. Report immediately any event which will significantly change previous forecasts and/or senior management expectations of the next forecast.
- Promptly initiate corrective actions necessary to ensure that the project objectives will be met.
- Review and authorize design plans, construction plans, schedules, temporary work designs, method statements, job safety analyses and/or ensure that those allocated such responsibilities are appropriately qualified to do so.
- Manage the performance of all direct-report staff, including establishing clear responsibilities and authorities and setting and reviewing personal performance objectives compatible with those of the project.
- Resolve day-to-day on-site industrial relations issues and refer significant industrial relations problems to the Project Director.
- Supervise all procurement activities to ensure that subcontractors are capable of performing work assigned to them and that subcontract arrangements fully detail the scope of work and assign appropriate contractual obligations.
- Promptly report any significant client concerns and legislative/regulatory breaches to the Project Director.

Education and/or Work Experience Requirements:

- Strong analytical, negotiation, influencing and communication (written and verbal) skills, including the ability to effectively communicate with internal and external stakeholders
- Excellent computer proficiency (MS Office - Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service
- Strong business and financial acumen
- Comfortable in a fast-paced environment with minimal direction and able to adjust workload based on competing priorities
- A high school diploma or GED required
- Tertiary qualifications in Construction Management are highly desirable for this position. Those candidates with Business, Finance or Engineering qualifications will also be considered
- A willingness to engage in ongoing training and development.

Key Competencies Required:

1. Willingness to embody and commit to the PBS values, mission and vision
2. Strong leadership skills
3. Ability to work independently
4. Strong organizational skills
5. Great teamwork skills

Print Employee Name:**Employee signature:****Date:**