

POSITION DESCRIPTION

Position Title:	Project Manager – Construction (Refurbishment)
Reports to:	Property Services & Asset Manager
Supervising:	N/A
Liaises with:	Property Services personnel including Asset Service Manager & technicians, Wintringham and Wintringham Housing Managers, other staff and residents as required. Liaises externally with construction contractors, along with other project team members comprising architects, consultant engineers, quantity & building surveyors & town planners etc.
Location:	Northern Office: 310 Mt. Alexander Road, Ascot Vale, VIC 3032. Travel to Wintringham and Wintringham Housing sites will be required.
Classification:	Wintringham Collective Agreement, 2020
Hours:	Full Time (38 hour week)

About Wintringham

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

Position Summary

Wintringham (and subsidiary Wintringham Housing Limited) own and operate a significant property portfolio, within Victoria and shortly will extend to include properties in Tasmania.

Our property portfolio is diverse and rapidly expanding. It includes Aged Care Facilities, independent living units, and office space/buildings.

The management and upkeep of these assets, combined with ongoing life cycle replacement of building fabric at these sites is of prime importance in ensuring the



continued provision of high quality accommodation, and a safe environment for all residents, staff and visitors.

Key Objectives of the role are to:

- Independently manage construction refurbishment projects, in accordance with establish industry best practice, to achieve agreed scope, budget & time outcomes.
- Provide technical, design and project management assistance for, and at the direction of, the Property Services & Asset Manager,
- Assist in the strategic development and implementation of new systems and processes to achieve consistent, repeatable results with in Property Services team & Wintringham.
- Provide expert project management & project delivery advice / outcomes on projects to be undertaken by the Organization.

Responsibilities/Duties

- Initially undertake the roll-out & management of a new capital works upgrade program (typically smaller projects, provided without consultant involvement) across a number of Residential Aged Care facilities located in Melbourne.
- Undertake an integral role in the establishment of project briefs, (to establish documented, tangible outcomes, internally with Project Sponsors / Stakeholders & Consultants where necessary).
- Take the lead project management role in internally managed / directly contracted construction works.
- Translate technical issues and concepts in to language understood by non-technical persons.
- Attend & actively participate in design meetings, site meetings & other project related meetings.
- Provide regularly communication updates to stakeholders as to the current status (including delays) of these projects.
- Undertake design reviews (Typically the 4 x major gateways in a Projects design life cycle).
- Take the lead role on consultant appointed projects where applicable, managing of full team of consultants.
- Formulate and establish realistic Total Development Cost Budgets. (with final approval by others).
- Manage assigned construction / refurbishment projects with minimal supervision in accordance with industry establish Project Management best practice, including (but not limited to):
 - Time Program reviews including Activity/task “logic” assessment
 - Active participation (as required) at Site Meetings
 - Timely response to questions or issues raised
 - Managing Project budget within approved limits
- Undertake detailed Tender analysis & assessment in support of proposed recommendations.



- Ability to undertake whole of life assessments in consideration of total ownership costs.
- Identify and research options available to resolve technical and design issues, undertake thorough assessment of options available using skill & judgement to make recommendations in support of findings.
- Ability & confidence in undertaking reviews / approval of claims for variations & extensions of time.
- Review & approval monthly progress claim assessments prior to payment.
- Actively participate in the preparation of Defects Lists via participation in inspections, lists, monitoring and review of a project at Practical Completion and during the Defects Liability Period.
- Ensure Wintringham is not unduly exposed or understands any Risks assigned to it through the contractual mechanisms or other risks.
- Collaborate & share information in the support & learning development of other Property Services team members.
- Assist in the development and delivery of Wintringham Property Services - Project Management and Design Standards documentation.
- Assist and / or leads the timely preparation of proposals seeking Government or other sources of funding grant monies.
- Liaise closely with the Property Services & Asset Manager, Asset Service Manager, external consultants and contractors, and other Wintringham and Wintringham Housing managers, other staff and residents as required.



Additionally:

- Meet with & brief the Property Services & Asset Manager on a regular basis.
- Ability to work independently and manage, plan and organise one's own work.
- Work in different locations as required.
- Develop knowledge of relevant legislation and undertake regular relevant training.
- Assist in the setting up of new projects and initiatives.
- Complete a Monthly Report and other reports as required.
- Handle all correspondence promptly.
- Participate in staff meetings as required.
- Participate in annual Performance Appraisals.
- Keep accurate records, develop and provide timely reports on out of scope events.
- Ensure confidentiality is maintained at all times.
- Ensure service provision is of a high standard, relevant to organizational needs and culturally and gender sensitive.
- Promptly respond to any complaints about services with impartiality.
- Comply with organizational policies and procedures as well as proactively assist with the maintenance of Wintringham Housing and /or Wintringham's Quality Improvement System and to accept responsibilities as defined in the relevant policies and procedures.
- Pursue relevant on-going professional development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- Undertake other duties or Projects as directed by the Property Services & Asset Manager or delegate from time to time.

All Wintringham staff are expected to practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

Health & Safety Responsibilities

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Key Selection Criteria

Skills/Experience:



Essential

- A commitment to social justice.
- Excellent written and verbal communication skills.
- Ability to liaise, discuss and resolve issues.
- Ability to Multitask – working across a number of Projects in different stages of development and locations simultaneously.
- Project Management knowledge and demonstrated skills / experience in this area.
- Detailed understanding & demonstrated experience in the design & installation of Building services systems including:- HVAC, electrical, dry & wet fire systems, communications including LAN / WAN installations, security, access control, nurse call / intercoms, lift & hydraulics etc.
- Detailed knowledge & proficient in the use of the National Construction Code (NCC) and applicable Australian Standards.
- Ability to work as part of a team.
- Ability to undertake administrative tasks including the following: computer work, record keeping, filing, writing reports and memos, meeting notes, participation in meetings, managing resource and analysing information and data.
- Strong IT skills including proficiency in MS Office software including MS Project.
- Sense of humour.

Desirable

- Construction experience from design to completion of Commercial & High density commercial projects.
- Proficiency in the use of area measurement / cost estimating software (CostX).
- Previous employment with a commercial building company or Consultancy.
- Experience in Facilities Management (Operational side of Property Management).
- An understanding of Accreditation and Regulatory requirements in Aged Care Sector.
- Knowledge of housing and support issues facing older homeless people who may have a physical and/or mental disability and/or drug and alcohol issues.
- Experience in writing funding applications.
- Understanding of trade works, and skill demarcations.
- Knowledge of computer software, including that used in the construction industry.
- Understanding of the Victorian Planning Regulation Framework.

Qualifications:

Essential

- Tertiary Qualifications in one or several of the following **degree level courses:**
 - Construction Management,
 - Project Management (Construction focus),
 - Building Surveying, or
 - Structural or Civil Engineering,
- Or
- Attained Registered Building Practitioner status in Victoria (with VBA) as Domestic or/and Commercial Builder, with minimum 5 years work experience.



And,

- Current Victorian driver's license.
- NDIS Worker Screening Check
- Satisfactory police check.
- Have obtained (or willing to successfully obtain) Building Industry OH&S training for a 'White Card'.

Appointment is subject to the Wintringham Employment Screening policy, including a satisfactory police records check and NDIS Worker Clearance check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.

Wintringham is an equal opportunity employer.

I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.

EMPLOYEE'S NAME _____

SIGNED _____ DATE _____

