Position Description – Building Construction Project Manager

ROLE DESCRIPTION:	• This is a contract position for the building projects at AdventCare Whitehorse and AdventCare Yarra Valley. The Building Construction Project Manager is responsible to the Executive Director for managing all aspects of the building projects, including consultants/ architects, building budgets from commencement to completion of the projects at the above sites in the AdventCare organisation.
QUALIFICATIONS EXPERIENCE	• A proven track record in the Australian building construction industry through but not limited to a hands on role either as a builder or trade or a structural engineer • Trade certificate or tertiary qualifications in relevant field • Consummate experience in contract documentation and management relating to the building industry • Knowledge and experience in the application of the BCA codes to retirement villages and residential aged care facilities • Public liability insurance $10M • Professional indemnity insurance $1M • Advanced skills in spreadsheets, databases and industry specific contract and document management • Membership to relevant industry groups e.g. Australian Institute of Project Management • Drivers License
CONDITIONS OF EMPLOYMENT	• Per contract as an external contract
Reports to:	Executive Director
Functional Relationships:	• Corporate Management Staff • Operational Staff • Builders and their team • Consultants and architects • Regulatory bodies

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Key Result Area	Performance Criteria	Monitoring/Outcome
Planning Stages – Design and Development	• Pre design consultation with AdventCare on schematic design and developmental concepts • Assist consultants with design developments • Represent the interest of Adventcare	• Design finalised meeting Client Requirements
Contract Management	• Reviewing all project documentation including plans and specifications • Assisting with building approvals • Contract administration including assisting the tendering process which may include letting of sub contracts • Contract administration during the construction phase • Manages the day to day operational aspects of the Construction Projects • Ensuring contracts fulfilled through post construction phase including meeting all the requirements of regulatory compliance to obtain occupancy permits	• Contracts completed on time, to correct quality and on budget • All project documentation evaluated, including plans and specifications and contractor and subcontractor tenders/quotes managed • Daily site works managed and compliant with project plans and specifications • Building Project completed and operational
Compliance and Legality	• Ensuring quality standards and all health and safety checks are adhered to • Frequent site monitoring to ensure compliance with all aspects of contract	• Projects compliant • Issues identified and resolved • Risk and hazards identified and managed
Budget Management	• Maintaining records of expenditure, accounting, costing and billing against progress payments • Ensure all works are undertaken within approved budget constraints • Identifies cost saving opportunities and cost overruns and manages same.	• Budgets • Tracking progress and reporting budget • Financial risks identified and managed

Professional Advice and Communication	• Providing independent professional advice and guidance on all aspects of the Construction Projects • Acts in AdventCare interest and ensures all works constructed in accord with approved plans and specifications. (N.B. Any variation must be approved by the parties) • Work with the consultants to achieve the project in a timely manner (on time and on budget) • Interact with staff as required in relation to the building projects to ensure staff, management and the board of directors are fully up to date with the building programs • Liaise with all stakeholders including but not limited to clients, architects, consultants and tradespeople. • Respect for residential and retirement village residents' privacy and dignity and individuality • Dispute Management – manage any disputes arising from the project • Be on site when required to deal with builders and consultants • Chairs regular site meetings	Represents the interest of AdventCare Maintain strong client relationships Key Stakeholders have relevant timely information on project Disputes managed proactively
Reporting	• Prepares and submits an monthly report (per forma) to the Executive Director or Delegate monthly • Submits reports on time	• Report
PROFESSIONAL CONDUCT	• A high standard of personal appearance and conduct is expected of every employee, that is: clean, neat, tidy, punctual, and respectful language and manner toward residents, visitors and to each other. • At NO TIME must confidential information be disclosed excepting to undertake purpose of fulfilling the duties of the position. • A flexible, and enthusiastic attitude toward undertaking a variety of tasks, and demonstrated commitment to ongoing quality, with a team approach	

	is expected. • Display a positive approach to Mission, Vision and Values of AdventCare. • Understands and respects the ethos of the Seventh day Adventist Church	
OCCUPATIONAL HEALTH & SAFETY	Manages risk associated with the project to to ensure safety of all works associated with the Building Projects.. • Reports immediately, any equipment or situation which is hazardous, or has the potential to be a safety issue. • Implements policies and procedures that meets OH&S standards in relation to a building site and its surroundings	

CONTRACT REVIEW • 30 days notice for termination of contract

Dated: _____

Signed: _____

Print Name: _____