

EPTEC POSITION DESCRIPTION



Position Title	Construction Project Manager
Area	All Sites
Location	Ultimo
Reports to	Executive General Manager Services
Positions reporting to this position	
Internal relationships	Head of Departments, Supervisors, HSSEQ, Project Managers, Senior Project Engineers, Project Engineers
External relationships	Clients, Subcontractors, Suppliers
Financial delegation	As per the EPTEC Delegation Register FIN-001-002

Position purpose

Correct, timely, safely and within budget delivery of the project scope of work

General Project Management

Key Responsibility Areas

- Perform all duties as described in the Project Management Manual (PMM), but not limited to:
 - Understanding the Scope and Nature of the Contract.
 - Prepare and maintain a complete set of Project documentation including but not limited to: Project Management Plan, Project Risk Register, Contract, Variation Register, Safety Plan, Quality Plan and Environmental Plan.
 - Prepare a project Hazard Identification and Risk Assessment c/w Safe Work Method Statements in accordance with EPTEC and Client/Contractual requirements.
 - Obtain bank guarantees and insurances.
 - Identify and comply with contractual timelines.
 - Maintaining the Project Filing System.
 - Ensuring that any design work and related approvals are actioned in a timely manner and in place.
 - Establish a work budget.
 - Produce a risk assessment and register for the successful delivery of the project.
 - Establish a Work Breakdown Structure (WBS).
 - Prepare and monitor the project schedule and S Curve.
 - Prepare a cash flow estimate.
 - Establish project related Key performance Indicators (KPI's).
 - Establish, monitor and report on Production Base Rates (PBR's).
 - Establish any legal reporting requirements.
 - Establish labour and supervision requirements.
 - Establish hours of work, work rosters and workers accommodation.
 - Arrange health monitoring checks / immunizations, as required.
 - Agree work methodology.
 - Prepare site layout.
 - Prepare opening, interim, closing and dilapidation reports.
 - Ensure all site safety requirements are in place and regularly monitored for compliance.
 - Establish and monitor the waste and environmental management requirements.

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- Prepare subcontractor agreements.
- Ensure that Material and Service Requisitions (MSR) are raised/processed in a timely manner.
- Ensure the correct and timely mobilization/demobilization to site.
- Ensure that and hazardous coating work is carried out in accordance with procedure HSE-140.
- Maintain a daily diary.
- Maintain appropriate production records to analyse the overall performance of the Project against budget and schedule.
- Perform monthly HSSEQ Management Inspections.
- Establish and maintain the project meeting structure (Internal and with Client).
- Ensure all daily, weekly and monthly project reporting and any other EPTEC or Client requirements is properly completed on time.
- Maintain and regularly review and update the Project Risk Register in respect to risks and opportunities.
- Administer the Contract including all notifications, variations and claims.
- Administer and monitoring subcontractor performance to ensure that all project HSSEQ and commercial obligations are achieved and maintained.
- Ensure delay / extension of time claims are correctly recorded and are notified to Sn Management and Client.
- Effectively deal with (potential) customer complaints.
- Ensure timely processing of progress and final invoices.
- Organise release of bank guarantees.
- Ensure that As-built documentation is maintained and complies with contractual requirements.
- Prepare a project close-out report and presentation, including lessons learned.
- Correct archiving all project related documentation.
- Ensure relevant parts of project and site safety plans are formally issued to subcontractors.
- Review Subcontractors SWMS, Procedures and plans before they commence work.
- Participate in the selection, management, training and administration of project personnel to ensure that personnel are able to and carry out their respective duties and responsibilities in an effective manner and achieve their performance objectives.
- Liaison with the HR / IR /ER Manager to ensure that all project industrial requirements are achieved and maintained as required by any legislation and awards.
- Ensure that the duty to consult with employees is met to enable the employees to contribute to the making of decisions affecting their health, safety and welfare at work.
- Liaison and coordination with the Operations Superintendent to ensure that all program and technical interface requirements are effectively managed and achieved.
- Overseeing the Project purchasing activities and ensuring they are implemented in accordance with the Purchasing procedure cl.8.6.
- Provide advice and support to the Project Managers, Project Engineers and Supervisors in assessing the work methods, management practices and appropriate technology on the environment and monitoring of environmental performance.

Behavioural Competencies

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Behaviour

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|-------------------------|---|
| Customer / Client focus | <ul style="list-style-type: none">● Establishes and meets internal customer's and external client's needs● Actively listens to the customer / client● Delivers solutions which meet customer / client needs, keeps customer / client informed |
| Commercial savvy | <ul style="list-style-type: none">● Acts on customer / client feedback● Understands the financial (or other) impact of decisions● Makes decisions which commercially create customer loyalty and profitability● Maximises business opportunities.● Makes commercially sound decisions● Makes logical decisions |
| Teamwork and leadership | <ul style="list-style-type: none">● Takes ownership of business goals● Actively contributes to the achievement of team outcomes● Actively assists other teams, achieves results through others● Ensures the team is working for a common purpose● |

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- Is willing to do things for the good of the team
- Gives and seeks constructive feedback regularly
- Sets a good example
- Coaches and develops the team
- Delegates effectively
- Expresses ideas in a clear and concise manner, actively listens
- Gets the message across to others effectively
- Keeps others informed
- Develops and maintains professional and ethical internal and external relationships; establishes a strong sense of trust
- Develops and maintains strong relationships with colleagues, suppliers, customers / clients and all stakeholders
- Works with people positively
- Gains agreement and engagement from others to work collaboratively
- Actively listens to the position of others; effectively influences others to adopt new ideas; maximises buy-in through win-win negotiation
- Achieves win-win solutions based on the differing needs of others
- Influences in a way that maintains trust and encourages long-term relationships
- Actively adapts style to audience to influence decisions and effectively handle objections
- Continually strives to do things better.
- Continuously improves the way things are done within individual area of responsibility
- Works with other teams to assist in making end-to-end processes more effective
- Follows EPTEC's agreed way of doing things
- Is open-minded and supports / adapts effectively to organisational changes
- Learns from mistakes
- Assists the team through change
- Takes a flexible and resilient approach and brings people along the journey of change; deals with obstacles and setbacks effectively
- Involves relevant stakeholders in decision making

Health, Safety and Environment

Eptec is committed to the health, safety and wellbeing of its staff. Eptec and its employees must comply with a range of statutory requirements, including equal opportunity, workplace health and safety, privacy and trade practices. Eptec also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

- Take reasonable care for their own health and safety.
- Take reasonable care for the health and safety of others.
- Lead by example.
- Comply with any reasonable instruction by Eptec General Managers / CEO.
- Cooperate with any reasonable Eptec policies and procedures.
- Ensure the implementation of the Company HSSEQ Policies.
- Adhere to the risk assessment controls identified.
- Not interfere or misuse any equipment supplied.
- Use personal protective equipment supplied in accordance with site risk assessments and site rules.
- Attend any suitable training to ensure that they are competent to perform their duties safely.
- Comply with any rules specific to a particular site and any Company wide health, safety or environmental requirements.
- Report any injuries, unsafe acts or conditions to senior management.
- Support EHS policy to help deliver cultural development and sustained continual improvement in EHS performance.

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- Consult with workers when determining the adequacy of facilities for the welfare of workers.
- Consult with other duty holders who may have a shared responsibility to provide a safe physical work environment and facilities.
- Maintain the work environment and facilities in a safe condition.
- Implement appropriate procedures for workers who work in remote or isolated locations such as emergency procedures, communication and accommodation.
- Prepare, implement and practice emergency plans, to ensure that everyone can be evacuated from the workplace in a controlled manner if an emergency arises.
- So far as reasonably practicable, that the management or control of fixtures, fittings, equipment, machinery or plant at a workplace is without risks to the health and safety of anyone.

Selection criteria

Skills / Knowledge

- Extensive knowledge and expertise 10 years plus
- Ability to lead and develop teams to deliver quality projects
- Proficient project financial reporting
- Advanced abilities in project programming
- Intermediate Microsoft Excel, Project and Outlook
- Detailed knowledge of Occupational Health and Safety legislation and regulations and application to EPTEC

Education

- Construction Management or Engineering degree or equivalent experience
- Construction Induction White Card
- WHS Training for Managers & Supervisors.
- Railway Industry Safety Induction (Services only)
- NACE CIP 1 or 2