



Position Description –Project Manager

1.0 Details

Company: Jabin Group Pty Ltd
Job Title: Project Manager / Senior Project Manager
Reporting to: Project Lead / Project Director
Location: Brisbane, Darwin, Cairns.
Salary: Commensurate with Experience

2.0 Main Project Duties/Responsibilities:

- Representing Jabin, as a proactive staff member with a professional attitude whilst doing the same in any seconded position.
- Manage work and performance of teams and subcontractors/subconsultants to achieve outcomes.
- Assisting and attending client meetings.
- Prepare, manage and track project programs.
- Prepare, manage and track budgets and financial reports.
- Administer construction contracts and subconsultant contracts where required.
- Provide overall progress reports and other reports related to project.
- Interpret engineering documents and drawings for field personnel with assistance of design staff.
- Develop and oversee inspection practices of consultants onsite to ensure effective and satisfactory progress and completion of all work areas for the project.
- Monitor and report on Safety, Health, Environmental and Quality of projects.
- Maintain a clean and safe workspace and abide by workplace health and safety policies and procedures.
- Other tasks as directed within the employee's capabilities.

3.0 Skills & Experience

3.1 Essential:

- A commitment to supporting a diverse and inclusive workplace.
- Australian Citizenship to enable application for Australian Government Security Clearance.
- An understanding of project delivery processes.
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Excellent writing ability that is coherent, grammatically correct and professional.
- Excellent communicator and ability to manage relationships with clients and staff.
- Ability to collect, collate and analyse data and develop presentations and reports.
- Organisational skills including the ability to manage competing priorities and work collaboratively across teams.
- Current Australian unrestricted drivers licence.
- A desire to continue to learn and develop in the project management field under guidance and support from the employer.

3.2 Desirable:

- Preference will be given to those demonstrating experience on Defence projects.
- Experience in an environment drawing on transferable skills.
- Proven ability to deliver projects on time, to schedule and client parameters including a good understanding of project management frameworks.
- Strong commitment to safety and understanding of OH&S best practice and obligations.
- Strong ethical foundations and integrity.
- Experience in developing proposals, contracts and managing sub-contractor agreements, with strong commercial and contractual acumen.
- Ability to foster strong relationships with project stakeholders, motivate and manage others.
- Sound negotiation and problem-solving skills.
- Clear communication verbal and well-developed written reporting skills.
- Australian working rights.

3.3 Preferred Qualifications:

- Bachelor's degree in Engineering, Building or Construction (or other demonstratable evidence of project delivery experience).
- Certified Practising Project Management professional accreditation of AIPM (or working towards obtaining)
- Competency in utilising systems Project Management tools (e.g. Microsoft Project).

4.0 Performance Goals:

- A Goal Setting Program will be established listing learning and development requirements.