**JOB DESCRIPTION**

**Senior Project Manager**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

**Role Purpose**

This role is responsible for contributing to the development of the strategy of the Directorate, in addition to organizing the planning, budgeting and reporting of activities within the Capital Works team, coordinating key processes within the Capital Works team and preparing regular management reports.

# ROLE KEY ACCOUNTABILITIES

* Provide consistent and visible leadership in WH&S behaviours and actions within the team and department and ensure there is a safe working environment, and that staff are properly trained to be able to work in a safe manner.
* Works closely with the Capital Works Manager to translate business and strategic objectives into targets, tactical plans and action steps which team members can effectively implement.
* Understands industry trends and commercial implications and demonstrates knowledge of the impact department advice has on the other Directorates in Uniting.
* Contributes to the development and evaluation of changes and improvements to the services provide by the department/team and ensures that changes support the viability of Uniting.

As the Senior Project Manager , your role specifically will:

* Manage the full project life cycle from project inception to handover for a large number of complex and large capital works. These projects will generally range in value from $500k to $2M and require statutory approvals.
* Develop and maintain relationships with key internal stakeholders including but limited to the Asset Management team, Portfolio Planning, Service Managers, Village Managers, Heads of Seniors Services and various Uniting executives.
* Ensure project objectives are met including project scope, procurement, cost control, program management, safety, quality control, risk management and communication.
* Ensure that quality project documentation is prepared and maintained for projects
* Ensure that all projects’ tasks & activities are carried out in accordance with Uniting policies and procedures
* Undertake commissioning of projects with the Asset Management team and Service/Village Manager.
* Mentor and grow the skills of the project team
* Demonstrate & implement best practice project management processes across the organisation.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your directorate:**  Property & Housing

**You’ll report to: Head of** Capital Works

**Your direct reports:**  Nil

# YOUR KEY CAPABILITIES

**People Leadership**

* **Delivers performance through others -** Clearly delegates and assigns responsibility, evaluating performance along the way.
* **Creates and builds the capability of our people -** Enriches Uniting's overall capability through selection, feedback & the development of excellent people
* **Builds diverse, highly engaged teams -** Builds effective teams with the morale and capability to cope with change effectively.

**Business Leadership**

* **Demonstrates Business Acumen & Delivers Results -** Understands Uniting's business, market and competitors and drives to deliver ever improving results.
* **Develops and Grows the Business -** Understands the changing market landscape and positions Uniting for growth.
* **Reaches Commercial Decisions -** Makes effective commercial decisions with the information, time and resources available

# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Degree Qualified (Construction, Engineering, Property or Project Management) and a minimum of 8 years project management experience (see experience)

**Experience:**

* This is a management role, typically requiring 8 or more years industry exposure, including 5 or more years’ experience supervising a small team of specialists. You will have excellent written and verbal communication skills, be organized, systematic, thorough, accurate and disciplined.
* Experience in leading teams
* Experience in the Construction and Project Management sector
* Detailed knowledge and understanding of legislation and regulation that relates to construction, buildings and workplace health & safety
* Highly developed interpersonal and communication skills
* Demonstrated written, analytical, numeric and oral presentation skills

**Even better:**

* Post Graduate qualifications in construction or project management
* Proficient use of Dynamics 365
* Proficient use of Microsoft Project program
* Aged care project delivery experience
* Live site project experience in the health, hospitality, retail or aviation industries.
* Early learning / community services project delivery experience
* Capital Asset Replacement project delivery experience

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| **Employee Name:** | Insert employee name | **Managers Name:**  **Title** | Click here to enter text.  Head of Capital Works  Finance, IT & Property |
| **Date:** | Insert date | **Date:** | Click here to enter text. |
| **Signature:** |  | **Signature:** |  |