

**ROLE PROFILE**

<b>Position Title:</b>	Project Manager
<b>Reports to:</b>	Branch Manager – Christchurch
<b>Primary Tasks</b>	<ul style="list-style-type: none"> <li>▶ Responsible for project budget, schedule, HSE, quality and identifying and mitigating any project risks.</li> <li>▶ Manage managerial concerns of project cost and completion, control resource allocation, monitor integration of work segments and report on project status.</li> <li>▶ Responsible for allocated project scope and budget</li> <li>▶ Provide project leadership to ensure project management processes and procedures are consistently applied in the contract.</li> <li>▶ Day-to-day management of assigned staff including training, development, mentoring and performance management.</li> <li>▶ Maximise contract value to the company without jeopardising long term client relationships.</li> </ul> <p><i>Primary Tasks may change as a result of strategic decisions within the business. Changes to Primary Tasks will be recorded in the PDR process.</i></p>
<b>Role Competencies</b>	<ul style="list-style-type: none"> <li>▶ Strong operational experience in the functional management of project team professionals including engineers, designers, project engineers, procurement personnel, construction management and project services staff. This group can also include subcontracted trades resources.</li> <li>▶ Demonstrates effective delegation and project team development and a focus on productivity and chargeability.</li> <li>▶ Work behaviours enhance the Company’s reputation. Demonstrates technical expertise and the ability to influence and challenge others to behave in ways consistent with the interest of the organisation</li> <li>▶ Identifies the primary task in each project team situation and maintains clear focus to achieve results. Demonstrates sound, fact-based decision making, and the ability to work collaboratively with colleagues, clients and contractors to help the project team achieve its goals.</li> <li>▶ Able to understand changing trends and developments, market opportunities, competitive threats and organisational capabilities and to develop the optimal strategic responses. Demonstrates clear and successful strategic vision.</li> <li>▶ Actively develops relationships with customers via regular contact and involvement. Demonstrates ability to develop long and short term service relationships.</li> </ul> <p><i>Key role competencies include the behavioural competencies that support our Company’s values.</i></p>

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Key Accountabilities Project Manager		
Key Result Areas	Major Activities of Key Result Areas	Performance Measures
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>▶ Maintains contact with decision makers and influencers in key customer organisations.</li> <li>▶ Listen to and understand customers' different wants and needs and feed this understanding into internal discussions and decisions. Helpful not right.</li> <li>▶ Takes responsibility for customer satisfaction and loyalty</li> </ul>	<ul style="list-style-type: none"> <li>▶ Time is set aside each week to develop internal and external relationships.</li> <li>▶ Regularly updates Branch Manager on clients needs and feedback.</li> <li>▶ If applicable Customer Net Promoter Score targets achieved.</li> </ul>
<b>Leadership of People</b>	<ul style="list-style-type: none"> <li>▶ For project team, set clear expectations for individuals, communicate organisation roles and responsibilities and provide ongoing coaching and support.</li> <li>▶ Provide consistent, visible leadership to ensure strong individual and team motivation and productivity.</li> <li>▶ Foster a project environment where key resources needed to meet business objectives are recruited, developed and retained into a vigorous, productive and enjoyable project team environment.</li> <li>▶ Promote the principles of fairness and equity in line with the Company's stated Business Principles.</li> <li>▶ Assist with the selection and development of informed and competent project teams.</li> <li>▶ Set an outstanding example by modelling desired behaviours, including safety behaviours.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Project team members understand their roles and responsibilities, team purpose, projects, plans and measurements.</li> <li>▶ Project team numbers established in accordance with business plan; project team members have the resources required to get the job done.</li> <li>▶ Assist with Performance Development Reviews for project team members.</li> <li>▶ Company policies, procedures and directions relating to the management of people are complied with.</li> <li>▶ Staff Net Promoter score targets achieved.</li> <li>▶ Corporate turnover targets achieved.</li> </ul>
<b>Operational and Financial Performance</b>	<ul style="list-style-type: none"> <li>▶ Negotiate and engage contracts for projects and construction services that satisfy corporate EBIT and cash flow targets.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Consistent delivery of projects and services execution to ensure cost, completion date, and resource allocation.</li> <li>▶ Achieve EBIT budget target.</li> <li>▶ Achieve Gross Margin target.</li> </ul>

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Key Accountabilities <span style="float: right;">Project Manager</span>		
Key Result Areas	Major Activities of Key Result Areas	Performance Measures
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▶ Build and maintain effective working relationships.</li> <li>▶ Self motivated, manages own time effectively.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Actively participates as a member of team to help team achieve its goals.</li> <li>▶ Manages own time to ensure work is completed efficiently and goals are met.</li> </ul>
<b>Risk and Opportunity</b>	<ul style="list-style-type: none"> <li>▶ Ensure project and operations risks are clearly identified and efficiently managed.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Company Risk Management procedures followed.</li> <li>▶ Effective and timely project reporting.</li> </ul>
<b>HSE</b>	<ul style="list-style-type: none"> <li>▶ Actively promote excellence in HSE by setting clear HSE expectations for the project team.</li> <li>▶ Encourage others to participate in HSE, valuing their input and making resources available where appropriate to ensure ONEWAY criteria are met.</li> <li>▶ Ensure Management of workplace incidents/injuries is in accordance with company processes.</li> <li>▶ Support ONEWAY development and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Clear HSE expectations are set and understood.</li> <li>▶ Is aware of HSE processes and practices and intervenes where there is a concern.</li> <li>▶ Total Recordable Cases (TRC) reduced to targeted levels.</li> <li>▶ All incidents and “near misses” reported, investigated and communicated within agreed timelines.</li> <li>▶ Carries out the agreed level of HSE activities and inspections.</li> </ul>
<b>Business Excellence</b>	<ul style="list-style-type: none"> <li>▶ Follows relevant procedures. Keeps sight of what organisational processes are there to achieve.</li> </ul>	<ul style="list-style-type: none"> <li>▶ Compliance with Management Systems requirements across the business.</li> <li>▶ Intervenes in organisational/quality processes.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>▶ Maintain knowledge of current project management best practice, tools and techniques.</li> </ul>	
<b>Manager:</b>	Print Name: _____ Signature: _____	Date: _____
<b>Incumbent:</b>	Print Name: _____ Signature: _____	Date: _____