

## SCHEDULE 1 – POSITION DESCRIPTION

**TITLE:** Project Manager

**LOCATION:** Hamilton

**REPORTS TO:** Senior Project Manager

**PURPOSE:** To be responsible for the management of building projects within the region, to ensure that they are completed in all respects within agreed and approved budgets, within agreed timeframes and within agreed performance and risk standards.

AREA OF RESPONSIBILITY: PROJECT/DEVELOPMENT MANAGEMENT AND DELIVERY		
KEY OBJECTIVES (THE DESIRED OUTCOMES FOR THIS AREA)	KEY ACTIVITIES (ACTIVITIES REQUIRED WITHIN THE ANNUAL PLAN YEAR)	KEY PERFORMANCE INDICATORS (HOW PERFORMANCE WILL BE ASSESSED)
<ul style="list-style-type: none"> <li>Oversee the timely and successful completion of building projects</li> </ul>	<ul style="list-style-type: none"> <li>Establish and maintain appropriate project structures, communication and reporting lines.</li> </ul>	<ul style="list-style-type: none"> <li>Building projects completed in a timely and effective manner and within agreed outcomes - cost, quality and time (actual vs planned cost); achievement of plan and project specifications (actual vs plan).</li> <li>Post project completion, 360 client feedback completed and reviewed.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide input into the feasibility and due diligence stages of the project in order to assess project viability and risk.</li> </ul>	<ul style="list-style-type: none"> <li>Feasibility and due diligence milestones met in line with agreed timeline and expectations.</li> <li>Risks to project viability and/or the Greenstone Group identified and minimised</li> </ul>
	<ul style="list-style-type: none"> <li>For each building project:               <ul style="list-style-type: none"> <li>Assess and report on planning, title, financial, marketing, settlement (of sales), programme, geotechnical, and construction, statutory and other appropriate and brief specifics.</li> <li>Prepare scope of works and commissioning documents for all consultants</li> <li>Manage and coordinate production of design documentation</li> <li>Conduct value engineering exercise</li> <li>Approvals and consents managed</li> <li>Manage unit title programme</li> <li>Issue and administer procedures document</li> <li>Tender, evaluate and make recommendations on - construction contract awards</li> <li>Issue and control all site documentation including:                   <ul style="list-style-type: none"> <li>Site/Contract instructions</li> <li>Variations to design, scope and specifications</li> <li>All contract certificates</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Reports completed for all building projects on time</li> <li>Works scoped and commissioning documents prepared for all consultants and task properly covered with no overlaps</li> <li>Value engineering exercise completed and cost savings identified</li> <li>Timely issuing of approvals and consents</li> <li>Unit title programme managed</li> <li>Procedure document administered and issued</li> <li>Construction contract awards tendered for, evaluated and recommendations developed</li> <li>Site documentation issued and controlled</li> </ul>

## AREA OF RESPONSIBILITY: PROJECT/DEVELOPMENT MANAGEMENT AND DELIVERY

KEY OBJECTIVES (THE DESIRED OUTCOMES FOR THIS AREA)	KEY ACTIVITIES (ACTIVITIES REQUIRED WITHIN THE ANNUAL PLAN YEAR)	KEY PERFORMANCE INDICATORS (HOW PERFORMANCE WILL BE ASSESSED)
	<ul style="list-style-type: none"> <li>Maintain cost, time and quality controls throughout design, documentation and construction periods.</li> </ul>	<ul style="list-style-type: none"> <li>Project milestones met in line with agreed timeline.</li> <li>Performance report completed monthly detailing past month's performance and future targets, cost, programme quality, safety, relationships, resource planning and risks, variances to plan and actions to address.</li> <li>All design and documentation work checked for 100% accuracy prior to issue</li> </ul>
	<ul style="list-style-type: none"> <li>Project team meetings held and minuted (Development, Project Control Group, Design, and Site meetings as well as any subcontractor meetings required)</li> </ul>	<ul style="list-style-type: none"> <li>Quality of agenda and minutes taken.</li> <li>Timely completion and circulation of minutes.</li> <li>Participant feedback – zero reasonable complaints.</li> <li>Action items followed up and addressed</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure building project financial management requirements are met:                             <ul style="list-style-type: none"> <li>Provide cashflow assessment for the development period.</li> <li>Manage project cost reporting and cost forecasting</li> <li>Interface with financiers to manage bank drawdown process for payments to contractors and consultants.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Cashflow assessment for development completed and updated on a monthly basis.</li> <li>Drawdown process completed within budgeted parameters and timeframe.</li> <li>Nil errors.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure Greenstone Group policies and practices are followed.</li> </ul>	<ul style="list-style-type: none"> <li>Greenstone Group policies and practices understood and followed at all times.</li> </ul>
	<ul style="list-style-type: none"> <li>For each project prepare scopes of work and commissioning documents for all consultants ensuring that all tasks are covered and overlaps are avoided</li> </ul>	<ul style="list-style-type: none"> <li>Scopes of work and commissioning documents competed and no overlaps</li> <li>Appropriate contractors, sub-contractors consultants appointed and pre-agreed targets met or exceeded.</li> <li>360 client feedback completed and reviewed.</li> <li>Zero reasonable internal or external complaints.</li> </ul>
<ul style="list-style-type: none"> <li>Development Management</li> </ul>	<ul style="list-style-type: none"> <li>Assisting Development Managers and Directors with development management functions (feasibility studies, reports, management of consultants and brokers, meeting minutes etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Quality of completed reports and minutes</li> </ul>

## AREA OF RESPONSIBILITY: RISK MANAGEMENT

KEY OBJECTIVES (THE DESIRED OUTCOMES FOR THIS AREA)	KEY ACTIVITIES (ACTIVITIES REQUIRED WITHIN THE ANNUAL PLAN YEAR)	KEY PERFORMANCE INDICATORS (HOW PERFORMANCE WILL BE ASSESSED)
<ul style="list-style-type: none"> <li>Ensure material risks identified and mitigation strategies in place to protect Greenstone Group in terms of risk, reward and reputation.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and implement risk management profiles and plans for building projects.</li> <li>Assess all aspects of settlement and completion</li> </ul>	<ul style="list-style-type: none"> <li>Risk management profiles and plans completed and reviewed every month.</li> <li>Strategy is in place to ensure project and budget is not impacted</li> <li>Risk matrix completed and reviewed every month.</li> </ul>

## AREA OF RESPONSIBILITY: RISK MANAGEMENT

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	<ul style="list-style-type: none"> <li>Ensure the appropriate Greenstone Group Project Director is aware of any key issues before they occur.</li> </ul>	<ul style="list-style-type: none"> <li>Proactive liaison with Directors on a timely basis.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure building projects are administered effectively and comply with all legislative requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and complete compliance checklist.</li> <li>Manage plans and activities to ensure business compliance with all relevant internal and external statutory and regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Compliance checklist completed and reviewed monthly.</li> <li>100% compliance with legislation and legislative bodies.</li> <li>Nil administrative breaches.</li> <li>Zero claims or potential claims against Professional Indemnity Insurance.</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure all work is carried out in a safe but performance results focused manner.</li> <li>Ensure all contractors, sub-contractors and consultants are aligned with Greenstone Group's vision, values and culture and maintain:                             <ul style="list-style-type: none"> <li>acceptable safety policies and procedures</li> <li>adequate management policies and procedures</li> <li>required insurance covers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>100% compliance with OH&amp;S Health and Safety requirements.</li> <li>Zero harm incidents</li> <li>All third party consultants, contractors and sub-contractors have acceptable safety policies, quality management and adequate insurance cover (copies of valid certificates of insurance filed).</li> </ul>

## AREA OF RESPONSIBILITY: LEADERSHIP

KEY OBJECTIVES (THE DESIRED OUTCOMES FOR THIS AREA)	KEY ACTIVITIES (ACTIVITIES REQUIRED WITHIN THE ANNUAL PLAN YEAR)	KEY PERFORMANCE INDICATORS (HOW PERFORMANCE WILL BE ASSESSED)
<ul style="list-style-type: none"> <li>Assist with developing a sustainable workforce and a supportive work environment.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure appropriate resources and capability levels are in place to execute building projects in the region.</li> </ul>	<ul style="list-style-type: none"> <li>Project team structure is in place which is effective, scalable and generating right outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>Training</li> </ul>	<ul style="list-style-type: none"> <li>Remain up to date with all procedural and new product training publications</li> </ul>	<ul style="list-style-type: none"> <li>Regular attendance at scheduled training and other partnership events</li> </ul>
<ul style="list-style-type: none"> <li>Protect intellectual property</li> </ul>	<ul style="list-style-type: none"> <li>Building project key person risk profiled, managed and reported</li> </ul>	<ul style="list-style-type: none"> <li>Key person risk managed to an acceptable level.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure Greenstone Group's vision, values and culture is embedded as a meaningful part of the business.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate values personally</li> <li>Build strong relationships with the internal and external team with conflict resolved professionally and positively.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from team members.</li> <li>Zero reasonable complaints.</li> </ul>
<ul style="list-style-type: none"> <li>Build a strong network of clients, prospective business partners, consultants, contractors and others to ensure Greenstone Group is promoted wherever and whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>Proactively identify and manage key stakeholder relationships via 3Ms – map, manage, measure.</li> <li>Represent Greenstone Group effectively with potential commercial partners, investors, clients etc.</li> </ul>	<ul style="list-style-type: none"> <li>Relationships that strengthen Greenstone Group are developed and enhanced.</li> <li>Positive feedback from clients, contractors and others.</li> </ul>
<ul style="list-style-type: none"> <li>Develop and maintain productive, high-trust working relationships with existing and prospective business partners and clients to realise opportunities for market development, increased market share and competitive strength.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly and effectively communicate with stakeholders, shareholders and clients.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from clients, contractors and others.</li> </ul>

## DIRECT REPORTS

- Nil

## KEY RELATIONSHIPS AND STAKEHOLDERS

- Clients
- External Consultants, Contractors and Subcontractors
- Senior Project and Development Managers
- Project and Development Directors
- Divisional Directors
- Managing Director
- Other staff of Greenstone Group

