

## Position Description

<b>Title:</b>	Project Manager
<b>Reports to:</b>	Project Manager – Team Lead / Regional Manager
<b>Responsible for:</b>	Monitor and oversee activities, resources and staff on-site to ensure the project is built safely, on time, within budgets and to a high-quality standard.
<b>Functional Relationships with:</b>	Chief Executive Officer Quantity Surveyor Team Regional Managers Group Financial Controller HS&E Manager People & Culture Manager QA & Compliance Specialist Project team Site staff Suppliers Contractors Clients
<b>Direct Reports</b>	Site staff

## Job Specifications and Expectations:

Key Tasks	Expected Results
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>Communicate SAID and DONE manifesto within the business.</li> <li>Provide leadership and role model SAID and DONE within the business.</li> <li>Organise and manage all staff and subcontractors for site</li> <li>Set clear expectations for staff.</li> <li>Communicate effectively at all levels.</li> <li>Deliver on promises, meeting deadlines and maintaining procedures and policies to comply with Livingstone expectations (SAID and DONE) and statutory obligations.</li> <li>Efficiently use all personnel and capital resources to deliver a consistent level of excellence, quality and profitability, whilst continuously seeking to improve efficiency.</li> <li>Ensure regular, effective, consistent communication with all Livingstone staff, Managers, subcontractors and clients.</li> <li>Discuss possible business leads with Regional Manager and/or Business Development Manager.</li> </ul>
<b>Relationships Management</b>	<ul style="list-style-type: none"> <li>Project a positive image of Livingstone brand; ensures the companies' image is maintained and maximised.</li> <li>Is approachable and develops effective and enduring relationships with peers, subcontractors and all staff across sites to achieve goals.</li> <li>Liaise with clients and subcontractors before, during and post works.</li> </ul>

<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Provide leadership and actively champion, promote and ensure compliance with Health &amp; Safety legislation, protocols and best practice on site(s) – includes all relevant documentation and paperwork completed as well as on site operations planned for and completed safely.</li> <li>• Is up to date with all current information and legislation.</li> <li>• Actively contribute and support improvements to health and safety on site.</li> <li>• Ensure appropriate records and documentation in place and maintained in relation to health and safety procedures, policy and legislative requirements.</li> <li>• Commitment and support to the Enviro-Mark programme.</li> </ul>
<b>Project Site Management</b>	<ul style="list-style-type: none"> <li>• Participate in reviewing and evaluating tender documentation;</li> <li>• Site Investigation – going to site with QS, taking photos, identifying risks etc.</li> <li>• Design – check design and offer design ideas, alternatives where possible.</li> <li>• Methodology – write methodology of the construction process from start to finish, including H&amp;S components as required.</li> <li>• Programme – complete tender programmes as required</li> <li>• Create, set and track projects programme.</li> <li>• Ensure project documentation is distributed in a timely manner to correct persons</li> <li>• Liaison with internal and external parties (project team, client, local bodies, subcontractors), ensure attendance at site meetings.</li> <li>• Recognise, understand and apply effective strategies to manage risks.</li> <li>• Liaise with the Site Manager and Quantity Surveyor to collate information for Progress Reports.</li> <li>• Plan and monitor staff resourcing on site and monitor hours.</li> <li>• Read all plans, specifications, fire reports, environmental reports, building consents and resource consents, prior to project start date</li> <li>• Sign off weekly timesheets (check against GPS)</li> <li>• Attend site meetings</li> <li>• Drive project to stay on programme and in allocated timeframes</li> <li>• Record and track project hours (planning)</li> <li>• Ensure that the site and health and safety folder is kept up to date with all relevant information</li> <li>• Oversee that all necessary inspections are carried out on site e.g. Council, Engineers etc</li> <li>• Inform Quantity Surveyor of any impending overrun of materials or hours and explain why</li> <li>• Notify Project Managers and Quantity Surveyor of any variations that may arise, record hours and materials that have been used Liaise with Quantity Surveyor and Site Managers to ensure the project is maintained within cost structure.</li> <li>• Drive a zero defects process and ensure quality is maintained as per Livingstone Building standard</li> <li>• Ensure appropriate tools are available and maintained for the project</li> <li>• Follow all Livingstone Policies and Procedures</li> <li>• Continuously improve systems, processes and reporting.</li> <li>• Monitor project close-out tasks including maintenance, defects and final council inspections completed.</li> </ul>
<b>Provide operational information/reports</b>	<ul style="list-style-type: none"> <li>• Attend Project Information Meetings</li> <li>• Provide information to Quantity Surveyor for Project Progress Reports in a timely manner.</li> <li>• Provide any information required to clients, subcontractors and Livingstone staff as required.</li> </ul>

<b>Building Compliance</b>	<ul style="list-style-type: none"> <li>• Read and understand Resource and Building Consent documentation for project (including review at tender).</li> <li>• Ensure all appropriate Council inspections and documentation is carried out.</li> <li>• Co-ordinate all producer statements and other compliance documentation in conjunction with the Site Manager, QS Administrator. Apply for and gain CCC.</li> <li>• Apply for and gain any CPU's that may be required.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Provide effective leadership of staff on site.</li> <li>• Assist with monitoring of staff resourcing with Site Manager Supervisor.</li> <li>• Support quality programme (s) implemented which promote continuous improvement</li> <li>• Any staff issues reported to HR immediately.</li> </ul> <p>Staff performance is monitored, development and corrective action taken when required.</p>
<b>Development of others</b>	<ul style="list-style-type: none"> <li>• Support career goals and provide challenging work opportunities for direct reports.</li> <li>• Appropriate staff training undertaken.</li> <li>• Coach and mentor others to learn and grow.</li> </ul>
<b>Compliance - Legislative and Contractual Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant H&amp;S, employment and building compliance related legislation is adhered to and contractual requirements are complied with.</li> <li>• Audit requirements of any statutory bodies are met.</li> <li>• Appropriate documentation and records maintained.</li> <li>• Current with latest industry and NZ legislation.</li> <li>• Professional advice sought as appropriate.</li> <li>• Policies and practices on Risk, Finance, and Compliance etc. are known and enforced to manage risk.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>• Operate within ethical business standards.</li> <li>• Support the Board to determine strategy, steer the business, and make larger decisions about direction and roles.</li> <li>• Maintain own professional development.</li> </ul>

## Person Specifications:

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• National Certificate in Carpentry or Trade qualification in Carpentry</li><li>• Diploma in Project or Construction Management an advantage</li><li>• Full drivers' licence</li><li>• Site Safe Gold Card</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• 3 - 5 years' management experience on substantial projects</li><li>• Resource management – staff and subcontractors</li><li>• Leadership skills with the ability to motivate others</li><li>• Ability to review and monitor project programmes</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations</li><li>• A high level of management, written and verbal communication and interpersonal skills</li><li>• Able to read and interpret building site plans and specifications</li><li>• Microsoft Office suite – moderate level (including M/S Project)</li><li>• Knowledge of CCA 2002 and Amendment Act and relevant construction contracts e.g. NZIA General Conditions of Contract, NZS3910 General Conditions of Contract</li><li>• Good organisational and prioritisation skills</li></ul>

## The Livingstone Way:

<b>I am part of a team who is Building Excellence</b>	<ul style="list-style-type: none"><li>• Actively contributes to a positive team culture which is aiming to achieve the best in everything we do</li></ul>
<b>I do what I say I am going to do</b>	<ul style="list-style-type: none"><li>• Accountable for own actions and delivers on what they say they will do</li></ul>
<b>I always improve – better never stops</b>	<ul style="list-style-type: none"><li>• Consistently looks for opportunities to improve themselves and the way we do business</li></ul>
<b>I am up for taking it on</b>	<ul style="list-style-type: none"><li>• Constantly, tries new things with a positive attitude</li></ul>

## Changes to position Description:

Positions within the company may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing business needs. Responsibilities for this position may change over time as the job evolves. The Position Description may be reviewed as part of planning for the annual performance cycle.

Date position description reviewed:

## Signatures:

<b>Managers Name</b>	
<b>Signature</b>	<b>Date:</b>

<b>Employees Name</b>	
<b>Signature</b>	<b>Date:</b>