

Position Description – Project Manager

Core Detail

Title	Project Manager
Objective	In conjunction with the Group Facilities and Asset Manager, ensure the delivery of large maintenance projects and capital replacement of all plant, equipment, buildings and landscaping at TriCare sites (25+) is cost effective, timely and meets set specifications.

Position Parameters

Employment	Full time, permanent
Reporting to	Group Facilities & Asset Manager
Expenditure Limit	\$5,000
Location	Head Office (site attendance as per operational requirements)

Detailed Description of the Position

Main Duties	<ul style="list-style-type: none"> • Project manage an array of infrastructure projects including: <ul style="list-style-type: none"> ○ major maintenance works; ○ refurbishments of facilities; and ○ replacement of equipment and assets. • Produce scope of works, arrange quotes/tenders, make recommendations and manage approved projects within agreed timeframes, budget and, to the specified standard. • Oversee and manage the engagement, supervision and performance of external contractors in the delivery of maintenance, refurbishment and capital replacement projects. • Ensure projects are delivered efficiently, effectively and within contracted or agreed timeframes and specifications. • Monitor construction activities and quality on site to ensure contractors maintain compliance with the requirements of: <ul style="list-style-type: none"> ○ the contract including the Principal's Project Requirements; ○ all design drawings, specifications and other documentation; ○ the National Construction Code; ○ the Development Approval;
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- the Building Approval;
- the QFES Approval and
- any other statutory authority requirement.
- Monitor progress and report against contract programme.
- Ensure all matters are raised with your Manager, as they arise, that may lead to negative outcomes for TriCare.
- Produce weekly project progress reports with photographs and monthly project review reports and lead various stakeholder project meetings to ensure all stakeholders are well informed on issues and risks.
- Prepare and coordinate responses to RFI's, Variation Requests and any other contract documentation or correspondence.
- Collate and ensure site documentation are completed correctly and in accordance with the contract and quality management plan.
- Monitor general safety performance and standard of external contractors.
- Undertake defects inspections and constant defect monitoring.
- Coordinate and ensure close out of defects during construction and the DLP.
- Maintain the asset management information system up-to-date with accurate information relating to TriCare facility projects and assets.
- Assist in the development of standardised project delivery procedures and checklists etc.
- Assist in the review, update and ongoing development of facility asset plans for all TriCare assets.
- Provide technical assistance with design and cost estimates for proposals identified by Facility Managers and Village Managers.
- Provide input into the preparation of the annual renewals budget.
- Provide design and specification input into future project work to optimise the future performance of TriCare facilities as requested.
- Apply (where relevant) latest Standards, By-Laws and Regulations
- Approve payments of invoices where authorised.
- Actively participate in review and re-design of building and service elements and environment as required.

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- Act as resource person, sharing current and best practice information. Recommend and initiate innovative work practices
 - Undertake any special projects as requested by your Manager.
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Skills and Knowledge

Ability to:

- Read and interpret plans and specifications for all disciplines.
- Read, interrogate and produce project programmes and schedules.
- Write clear, cohesive and concise reports.

Must demonstrate:

- Comprehensive knowledge and understanding of most trades and services in relation to maintaining buildings, plant and equipment, such as electrical, plumbing, tiling, carpentry, nurse call systems, air-conditioning, fire services etc.
- Advanced level in Microsoft Office suite, particularly Excel.
- Intermediate skills in the use of CMMS (Computerised Maintenance Management Systems) of a project management system.
- Demonstrated high level communications, written, verbal and reporting skills.
- Demonstrated high level in problem solving.
- Capability to plan effectively, prioritise and deliver in a timely and efficient manner.

Personal/Other Attributes

- Excellent written and oral communication skills.
- Must be motivated, a self-starter and able to work unsupervised.
- Work is generally site based so must be fit and able.
- Honest, reliable, punctual, self-motivated.
- Ability to work in a team environment.
- Ability to work to deadlines.

Key Personnel Requirements

According to the Aged Care Act 1997 and the Sanctions Principles, TriCare must ensure that you are not a Disqualified Individual. A Disqualified Individual is:

- 1) a person convicted of an indictable offence;
- 2) an insolvent under administration (an undischarged bankrupt or a person who has entered into an arrangement with creditors); or
- 3) of unsound mind.

For those reasons TriCare must:

- 1) obtain a Police Certificate;
- 2) conduct a search of bankruptcy records; and
- 3) conduct previous employment and referee checks.

If at any time during the course of your employment, you become a Disqualified Person, you are required to immediately disclose this to TriCare.

You must be an Australian citizen, resident or hold a valid work visa issued by the Australian Government to work for TriCare.

Experience

- Qualifications in building construction, project management or at least five (5) years relevant experience including practical experience in facility maintenance management.
- Knowledge and experience in the use and application of computerised techniques for project and asset maintenance management.
- Understanding the requirements and environment of health care facilities.
- Experience in a supervisory role.
- Ability to work in a team environment.
- Police check with no criminal convictions.
- Current open Australian Driver's Licence.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Performance Measures

Annual Performance Review.