

Construction Project Manager

POSITION
DESCRIPTION



Reporting to:	Business Manager
Status:	Full time (5 weeks' annual paid leave)
Tenure:	Ongoing
Salary:	General Staff Level 8
Location:	Mt Ridley campus
Prepared:	July 2023

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. Last year, the first classes for the new campus commenced and were accommodated at the Donnybrook campus, who have now moved to the new site for Term 3.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The Construction Project Manager holds a vital role in the development and management of School infrastructure with comprehensive responsibility for managing a number of major capital works projects (value between \$1m-\$10m), including those planned, in design, under construction, and post completion. As Hume Anglican Grammar is a fast-growing multi-campus school, it is likely that at any one time there will be at least one major project in each of the above stages.

In addition to the major projects, the School has a number of minor capital works projects each with budgets less than \$1m (c.\$0.5m) and it is the responsibility of the Construction Project Manager to manage these.

The Construction Projects Manager is well-versed in all construction methodologies and procedures and able to coordinate external providers to achieve the best results and ensure all projects are delivered on time, to budget and according to requirements. They will have an analytical mind, excellent organisational skills, and demonstrate the highest attention to detail. With extensive knowledge and experience within the building industry, they oversee all the School's major and minor construction operations, evaluate progress and prepare detailed reports. As Hume Anglican Grammar has a number of major projects underway, and usually at least one at different stages at each of its three campuses, the Construction Project Manager will be required to regularly visit onsite liaising with the Head Contractor, responding to questions, addressing issues as they arise, assessing progress, and then reporting an accurate picture to school management.

Hume Anglican Grammar is committed to child safety. The Construction Project Manager supports and promotes the School's child safety culture. Under the direction of the Deputy Principal, they carry out strategies to embed a culture of child safety and assist in the review of the effectiveness of the strategies and revise as required.

The Construction Project Manager supports and models the School's values and Christian ethos when dealing with stakeholders. They serve as outstanding ambassadors of the School, willingly promote its policies and exemplify its standards. They are part of the General Staff and work proactively and collaboratively in a team environment to support and enrich their collective responsibilities.

The Construction Project Manager works in close partnership with the Site Manager and Senior Leadership Team and reports to the Business Manager; however, due to the significant part they play in the development of the school, there is a strong connection with the Principal, and it expected specific direction will be provided.

Nature of the Position

While based at the Mt Ridley campus, this position is a cross-campus role, as such the Construction Project Manager will need to travel to the other campuses in their private vehicle as required.

It is inherent within the role that the Construction Project Manager may need to operate outside regular work hours to attend and manage matters as they arise or as required.

Responsibilities and Duties

Subject to the discretion of the Principal, the Construction Project Manager is responsible for:

Major and Minor Capital Project Management

- Fulfilling the role as Project Manager responsible for managing all aspects of construction projects including management of the end-to-end construction process - project planning, budgeting, scheduling, and quality control.
- Working in close collaboration with the School's architects, Superintendents, consultants and other contractors during design, development, construction and defects period.
- Managing project timelines and budgets to ensure projects are completed on time and within budget.
- Ensure all relevant head contractor contractual rights, obligations and procedures are followed during the life cycle of the relevant project.
- Representing the School and acting as the main point of contact for contractors, consultants, and other stakeholders; ensuring strong relationships are developed and maintained.
- Confirming compliance with all relevant building codes, regulations, and industry standards.
- Reviewing projects to identify and detect potential commercial issues and developing and implement strategies to resolve them promptly and satisfactorily together with the Principal and Business Manager.
- Ensuring permits and licenses from appropriate authorities have been received, and Occupational Health and Safety (OHS) requirements are in place and being followed.
- Safeguarding school operations, students and staff around construction projects.
- Chairing and leading the Project Control Group and providing regular reports on progress to the Principal and Business Manager, and for submission to the Board's Property and Projects Committee as required.
- Managing all facets of the tender process for all construction projects including liaising with stakeholders and making recommendations on the preferred tenderer.
- Undertaking negotiation of contracts with external vendors and advising school management during the negotiation process of all contracts including ensuring favourable terms are agreed for a beneficial agreement.
- Managing repairs during defect periods, including maintaining registers of same, for recently completed projects, and liaising with the Site Manager whilst works are underway.
- Offering strategic insight to the School's approach to effectively manage construction projects.
- Ensuring the ongoing operational management of construction projects including undertaking regular reviews to ensure value for money and high standards are maintained.

General

- Contributing to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness.
- Applying the School's Privacy Policy and Australian Privacy Principles in ensuring measures are employed to maintain the strictest level of confidentiality.
- Promoting the effective and efficient management and administration of Hume Anglican Grammar by providing support where needed.
- Carrying out other duties as directed by the Principal or their delegate.

Qualifications, Skills and Experience:

Essential

- Proven senior experience in construction project management.
- Proven experience managing similar scale construction projects in the property and construction industry.
- Experience delivering multiple projects from start to completion.
- Strong knowledge of building codes, regulations, and industry standards
- Excellent leadership and interpersonal skills.

- Strong attention to detail and ability to manage multiple demands simultaneously.
- Strong knowledge of construction cost estimating and budgeting.
- Strong knowledge of construction scheduling
- Excellent communication skills.
- Experience working in a role with similar duties.
- A current Working with Children Check and satisfactory National Police History Check.

Desirable

- Experience working on education related construction projects.
- Tertiary qualifications in a field commensurate with the area of responsibility.
- Experience using the Synergetic Management Systems, or similar Information Management System.
- Exposure to the practical application of the Australian Privacy Principles (APPs).
- Involvement in professional communities.

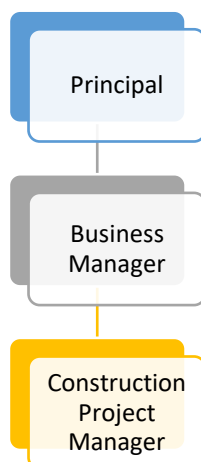
Personal Qualities

- A friendly, positive, polite and helpful work manner
- Personal sense of initiative, enthusiasm and high energy
- Exemplary communication and interpersonal skills to build relationships with key stakeholders.
- Excellent organisational skills and the ability to balance the demands of competing projects.
- Support for the educational culture and Christian/Anglican ethos of the School
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria

1. Proven experience as project manager in the construction industry
2. Outstanding interpersonal skills to build relationships with key stakeholders.
3. Excellent organisational skills

This Position Description may be altered from time to time at the discretion of the Principal to meet the operational needs of the School.



The above organisational chart shows only those positions immediately connected to the role.