`

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION DESCRIPTION** | | | |
| **Role Title:** | Construction Manager | | |
| **Classification:** | Salary | **Date Approved:** | 1st September |
| **Reports to:** | Executive Manager, Business Services | **Unit:** | Business Services |
| **Funded through:** | Housing Upgrade Contract | **Employment Conditions:** | Julalikari EBA |

|  |
| --- |
| **ORGANISATIONAL CONTEXT** |
| Julalikari Council Aboriginal Corporation is an Aboriginal Community Controlled Organisation whose sole purpose is to enhance the employment, wellbeing, resilience and self-reliance of Aboriginal people in the Barkly region. This region has the fourth highest concentration of Aboriginal people in the country.  Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services which has helped the Organisation to become pioneers in the design and delivery of many of our programs which are now adopted by governments and other Aboriginal service providers across Australia.  **Our Vision**  **Manu Anyula Parkamarri Wilyangka**  *Our Country, us mob, hold it strongly*  **Mappungku Anyula Maputarri**  *Together we will build*  **Yiwaji Pinangkaltinjiki**  *Pathways to learning*  **Our Values**  **Respect:** Our Country, to treat one another and others with respect.  **Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one another and others.  **Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make.  **Unity:** Together We will Build, to speak and act as together hearing all people.  **Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do. |

|  |
| --- |
| **PRIMARY PURPOSE AND FUNCTION OF THE ROLE** |
| The Construction Manager is responsible for planning projects and overseeing their progress along the way in a timely and cost-effective manner. The Construction Manager is responsible for budgeting, organisation, implementation and scheduling of projects. The key responsibilities include:   * Overseeing and directing construction projects from conception to completion. * Reviewing the project in-depth to schedule deliverables and estimate costs * Overseeing all onsite and offsite constructions to monitor compliance with safety regulations. * Enhance and maintain Aboriginal employment within the Construction division. |

|  |  |
| --- | --- |
| **KEY RESPONSIBILITES** | **KEY PERFORMANCE INDICATORS** |
| **Contract Management**   * Manage construction projects as per the funding agreement and project plan. * Establish and maintain positive and effective working relationships with Australian Government personnel and contract management team. * Ensure contractual compliance. | * Provide the Funding Body and Executive Management with reporting required by the funding agreement. * Participate in professional meetings with Australian Government personnel providing factual and objective information about the Real Jobs Program. * Monitor and report against key performance indicators on to the Executive Manager – Employment Programs on a monthly basis. |
| **Staff Management**   * Coordinate and direct construction workers. * Manage staff leave, rosters and timesheets. * Allocate general and daily responsibilities. * Supervise and train employees. * Manage staff recruitment, retention, performance and termination as per JCAC Policy and Procedures. | * Workflow is organised and construction workers understand their duties and delegated tasks. * Construction workers productivity is monitored and constructive feedback and coaching is provided. * Timesheets, rosters and leave are submitted as per JCAC policy and procedures. * Establish individual development and training plans for each staff member. * Ensure annual performance reviews are conducted for each staff member. * Staff member performance issues are managed in line with JCAC policy and procedures. |
| **Financial Management**   * Develop the budget for construction projects. * Complete quotations and invoices. * Set targets that are consistent with achieving budgeting income and expenditure. * Manage the constructions budget allocation as per JCAC Policy and Procedures. | * Annual budget submitted to the Executive Manager – Business Services for approval. * Review financial performance monthly and make operational adjustments to ensure compliance with the approved budget. * Seek approval for budget variations prior committing to expenditure outside of the approved budget. * Conduct quarterly budget reviews. |
| **Project Management**   * Coordinate tasks according to priorities and plans. * Oversee and direct construction projects from conception to completion. * Oversee all onsite and offsite construction. | * Set benchmarks for effective monitoring of construction progress. * Prepare internal reports pertaining to job status. |
| **Occupational Health & Safety**   * Safe worksite and environments are provided and maintained. | * A positive workplace culture free of bullying, harassment and discrimination is promoted. * All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken. |

|  |
| --- |
| **RELATIONSHIPS (INTERNAL AND EXTERNAL)** |
| **Accountability**  This position is accountable to the Executive Manager Business Services.  **Direct Reports**  The position has the following direct reports:   * Site Supervisor * Construction Workers   **General Relationships**  Build effective relationships across the organisation with Local, State and Federal Governments, business and community groups and Aboriginal communities. |

|  |
| --- |
| **QUALIFICATIONS AND OTHER REQUIREMENTS** |
| It is a requirement of Julalikari for employees to provide a current National Police Certificate and a current Ochre Card (Working with Children Check).  A current drivers licence is a requirement of the role. |

|  |
| --- |
| **WORK EXPERIENCES, SKILLS AND COMPETENCIES** |
| **Essential Criteria**   * Previous experience working with Aborginal Australians and/or organisations and/or a demonstrated understanding of the social, economic and environmental factors impacting on remote communities. * Relevant trade qualification. * Proven working experience in construction management. * Understanding of all facets of the construction process. * Strong communication skills both verbal and written. * Leadership and human resources management skills. * Excellent time and project management skills. |

|  |  |
| --- | --- |
| **APPROVAL** | |
| **Employee Name:**  **Employee Signature:** | **Date:** |
| **Managers Name:**  **Managers Signature:** | **Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **REVISION HISTORY** | | | |
| **Document Number** |  | **Approved By** |  |
| **Approval Date** |  | **Implementation Date** |  |
| **Created By** |  | **Review Due** |  |