

Job title:	Senior Project Manager
Location	Taiwan
Reports to:	PMO
Key Relationships:	Country Leader, Business Unit Managers, team members, Consultants, Suppliers, Contractors

PURPOSE OF THE POSITION

Provide technical expertise and project management for COVA clients. Also provide mentoring and guidance to less experienced Project Managers and acquire/deliver quality projects for COVA clients.

ACCOUNTABILITIES

Project Managers at this level perform duties requiring the application of mature professional knowledge. Work is carried out within broad guidelines requiring conformity with overall objectives, relative priorities, and necessary cooperation with other parts of the business. Senior Project Managers keep abreast of standard developments and understand which standards are applicable to COVA's services.

1. PROJECT MANAGEMENT

Providing activities and tasks throughout of a construction project including but not limited to:

- Development & implementation of the Project Management Plan
- Appoint project team /budget hours
- Tasks / Outputs / verification
- Project Program
- Reporting requirements
- Risk assessments
- Structure the WHS, environmental and quality standard
- Delivering the project on time, on budget set with the Commercial Manager (CM) during the Project initiation stage.
- Appointment of Design Leaders (DLs) as appropriate
- Formation of the Project Team (PT) and liaison with the Business Unit Managers and Team Leaders
- Coordination of all project inputs and communications between CMs and DLs.
- Reporting to the CMs and DLs
- Liaising with Client on material costs and contract forms
- Preparing and reviewing Contractual Documents
- Stakeholder identification, engagement, and consultation
- Attend initial scoping meetings with client
- Act as site supervisor for the relevant site works
- Close of review and performance review of the project
- Deliver final documentation.

2. IMS QUALITY, SAFETY AND ENVIRONMENT

Tasks include:

- Implement processes and practices as per the Integrated Management System (IMS)
- Implement and maintain Work Health and Safety (WHS) policies and procedures
- Implement risk management principles and activities appropriate to the project
- Provide technical leadership with the development and maintenance of consistent technical standards, specifications, and estimation software.

3. RELATIONSHIP MANAGEMENT

Tasks include:

- Builds relationship with Clients
- Prepares LoO in consultation with the Project Leader and/or Business Unit Manager
- Attend project close out and review meetings with PL / Team and Client.
- Day to day interaction with the client

4. BUSINESS DEVELOPMENT

NB: Not all Senior Project Managers will be required to take on Business Development responsibilities

Tasks include:

- Direct marketing to new and existing clients
- Cold call, network, and gain referrals to identify opportunities.
- Manage and update sales pipeline / forecasting
- Cross sell services within existing projects and to existing clients

5. MANAGING AND LEADING PEOPLE

NB: Not all Senior Project Managers will be required to take on the role of leading people

In consultation with the Business Unit Manager.

Tasks include:

- Identify and allocate resources to projects based upon capabilities and ensure productivity of the team is maintained
- Identify the need for external resources and other COVA resources
- Monitor efficiency and intervene as required to ensure maximum utilisation
- Provide direction and initiate training and development needs for direct reports
- Ensure WHS compliance – take action and report as required.
- Identify and assist in ensuring employees have the tools required to complete tasks

Other duties, commensurate with skills and experience, as directed.

KEY SELECTION CRITERIA

Essential	Desirable
Relevant Project Management Degree	Knowledge of specific Project Management skills and software
7 -10 years + experience in construction and project management	Post Graduate Qualifications
Satisfied requirements for full membership of a relevant Professional Body (eg: Australian Institute of Project Management)	

COMPETENCIES

COVA Competency	Desired level
Influence and Negotiation	3
Customer Focus	3
Commercial Orientation	3
Strategic Thinking	3
Ambiguity and Change Management	3
Analytical Thinking	3-4
Collaboration	3
Performance Management and Achievement	2-3
Organisational Ability and Project Management	3-4
Applying and Developing Expertise	3-4

CORE PERFORMANCE GOALS

COVA has a Performance Review and Development Planning process during which appropriate performance goals will be reviewed. COVA Core Performance Goals reflect ongoing performance against the organisational values.

Stronger Together

- People – Our people are our product; they act as yours
- Problems – We love problems and challenges; it is what we do.
- Honesty – We are not afraid of the truth, good and bad.