

Position Description

Role title	Senior Project Manager	Last reviewed	1/05/2024
Division	Property and Major Projects / Residential Project Delivery and Assets	Team	Varies
Reports to	Varies	Classification	ASO7/8
Direct reports	Varies		

Role Purpose

Manage and provide oversight of day-to-day construction site operations for large-scale projects, ensuring quality outcomes, safety compliance, and regulatory adherence.

Key Accountabilities

- Coordinate and supervise construction activities, including resource allocation and subcontractor management, to ensure efficient and effective execution of site activities.
- Implement and maintain quality management measures, conducting inspections and addressing any issues or risks to ensure the delivery of high-quality outcomes in line with client requirements.
- Drive a safe working environment by leading the implementation and adherence to robust safety protocols, regulatory requirements, and industry best practices across site activities.
- Deliver comprehensive reports on construction progress, highlighting key issues, risks, and milestones, to ensure transparency and to enable informed decision-making.
- Work closely with key stakeholders to ensure project objectives and strategic goals are aligned with project specifications and deliverables.
- Foster strong relationships with site stakeholders, establishing open lines of communication and trust to facilitate collaboration and maximise productivity and project success.
- Facilitate high levels of engagement and a purpose driven culture within teams.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why

Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.

Key Challenges

- Navigating diverse stakeholder groups in a complex environment, balancing the interests, expectations, and priorities of stakeholders, while ensuring alignment with project specifications and objectives.
- Navigating a complex regulatory environment to maintain a safe and compliant working environment while delivering high quality project outcomes.

Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline or demonstrated equivalent relevant professional experience.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Accomplished	<ul style="list-style-type: none"> • Simplify and communicate complex and technical information into understandable and approachable messages.

Strategy and Growth	Make an impact	Accomplished	<ul style="list-style-type: none"> • Apply logic and reasoning throughout messages to achieve the objective of the communication and set clear expectations. • Understand the customs of the audience and tailor the mode of the communication as well as style and tone to suit. • Use language that demonstrates detailed understanding of Renewal SA organisation and terminology.
Innovation and Agility	Be flexible	Accomplished	<ul style="list-style-type: none"> • Comprehensively consider the issues facing multiple stakeholder groups when evaluating problems. • Review solutions and prioritise those that deliver the maximum weighted benefits, considering multiple interlinked problems. • Detailed understanding of the outcomes of solutions and courses of action, including the negative impacts or opportunities lost. • Create reporting and processes that define both the tangible and intangible impacts of Renewal SA's strategies and operations.
Solutions Focused	Prioritise and plan	Accomplished	<ul style="list-style-type: none"> • Break down Renewal SA's strategic planning to discrete work activities required to achieve the outcomes. • Lead your teams' planning activities to deliver against the strategic objectives on time and budget. • Drive the creation of integrated schedules defining team member's roles, timeframes and stakeholder or other interdependencies. • Lead teams to update schedules and plans where significant changes or impacts to objectives are required.
People Leadership	Manage our people and share knowledge	Accomplished	<ul style="list-style-type: none"> • Create and implement systems and processes to increase visibility of capacity and demand. • Develop practices to standardise capability management and align to planning activities. • Drive the use of Renewal SA's knowledge management systems and highlight in forums and communications.

			<ul style="list-style-type: none"> Monitor and manage knowledge and continuity risks through proactively driving knowledge management.
Technical Capability	Project Delivery	Accomplished	<ul style="list-style-type: none"> Leads the execution and delivery of large or complex projects, implementing effective project implementation and governance processes aligned to agreed outcomes for project success against scope, timelines and budget objectives. Manages the progress and completion of large or complex projects, developing and proactively communicating and implementing effective strategies to address variances from project plans and outcomes. Fosters a culture of innovation, collaboration, and inclusivity, whilst establishing clear expectations for deliverables and outcomes, based on stakeholder expectations and best practice. Drives continuous improvement by proactively identifying areas for enhancement, implementing changes, and fostering a culture of innovation, whilst engaging in risk management and quality assurance processes to quantify delivery risks and impact of scope creep.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	<input type="checkbox"/>	I have read and understood the role and expectations of me.	<input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.