

Position Description

Role title	Site Manager	Last reviewed	2/08/2024
Division	Property and Major Projects	Team	Various
Reports to	Various	Classification	ASO8
Direct reports	Nil		

Role Purpose

Support the delivery of projects by monitoring, assisting, and reporting with a primary responsibility to ensure principal requirements are being managed effectively by Head Contractors on site to ensure effective management of delivery, scope, programme, quality, safety, and compliance with all relevant legislative, environmental, and industry requirements.

Key Accountabilities

- Provide site attendance (including off-site as required) to monitor the Contractor and sub-contractors site progress including site investigations works, construction of temporary works, construction of permanent works, testing and commissioning activities.
- Oversight and monitoring of the development and application of the Contractors Site Management Plans, processes, and systems to address obligations to safety management, environmental management, site controls including traffic and pedestrian management, quality assurance, and other relevant project topics.
- Respond to identified deficiencies and omissions relating to the development and implementation of the Contractors Management Plans, processes, and systems to rectify and address in a timely and reasonable manner- both verbally and formally in writing. Escalate where required due to imminent risk or non-action.
- Attend and provide relevant input to project team meetings, Contractor meetings and stakeholder discussions. This includes Contractor pre-starts, tool-box meetings, and other safety and site management meetings, forums, or workshops.
- Develop, maintain and distribute relevant project records and observations
- Be proactive in identifying opportunities for improvement, including providing advice or recommendations on improvements to processes/operations; and
- Management and co-ordination of the project site activities to ensure successful completion.
- Ensure Contractor is implementing quality control measures, conduct inspections and quality checks.
- Monitor and promote compliance with all WHS legislation and site safety requirements to ensure a safe working environment.
- Proactively identify, report, and support the management of safety risks, incidents, and corrective actions to drive continuous improvement in safety performance.
- Support the implementation of Renewal SA Contractor Safety Assurance Framework and WHS specification.
- Manage third party works, including civil and construction works as needed.

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
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Managing Renewal SA interests in conjunction with competing requirements from the Head Contractor.
- Identifying and mitigating significant project risks within the constraints of government policies and objectives.
- Prioritising tasks and activities effectively and managing deliverables within tight timeframes amidst competing project demands and deadlines.

Qualifications and Technical Requirements

- Tertiary qualifications in a relevant discipline or demonstrated equivalent relevant professional experience.
- Driver's Licence.
- Extensive experience in overseeing civil and construction activities with sound knowledge of Work Health and Safety legislation, regulations, and standards applicable to construction environments.

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	Build relationships	Accomplished	<ul style="list-style-type: none"> Initiate genuine and difficult conversations and demonstrate vulnerability with others as needed to build trust and respect. Consider the objectives, backgrounds and context of others when listening and empathising with others. Identify the key objectives of others and find ways to meet these with mutually beneficial outcomes. Manage collaboration across our teams to find agreement on our solutions.
Strategy and Growth	Lead yourself	Accomplished	<ul style="list-style-type: none"> Maintain a consistent, positive attitude while navigating small and large issues in both work and personal circumstance. Set expectations of quality to exceed industry standards and deliver at or above and help develop quality standards. Promote a culture of compliance and ethical expectations and understand the broader Renewal SA perspective.
Innovation and Agility	Be flexible	Accomplished	<ul style="list-style-type: none"> Show awareness of broader implications of changing priorities and communicate with and support impacted stakeholders. Develop changes to processes and systems to meet changing needs and ways of working. Engage with broad stakeholder groups through a variety of means as needed to best achieve the outcomes required.
Solutions Focused	Solve problems	Accomplished	<ul style="list-style-type: none"> Utilise quantitative and qualitative analysis to create a broad view of the issues and solutions. Integrate Renewal SA's social, economic, and organisational objectives and considerations in deciding an outcome.

			<ul style="list-style-type: none"> Identify and manage issues collaboratively with others where the scope is outside of Renewal SA's control.
People Leadership	Support our people	Accomplished	<ul style="list-style-type: none"> Demonstrate and encourage others to be empathetic and vulnerable in conversations and lead with authenticity. Take initiative to understand the wellbeing of others and how this is impacting the individuals and broader teams. Create and implement new initiatives or changes. to existing processes driving improved wellbeing across Renewal SA.

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.