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| Position Title | Project Manager  |
| Position Location | Teys Australia, Wagga Wagga, NSW |
| Department | Asset Management |
| Employment Type | Full Time  |

**BACKGROUND**

**“FEEDING PEOPLE, ENRICHING LIVES”**

Teys Australia is an innovative Australian food business with home grown pride and global reach. We enrich lives every day and together thrive on a spirit of opportunity.

Over 4,700 people work across the eastern seaboard of Australia at 11 locations where we focus our energy and expertise on optimising the journey from paddock to plate to deliver value to our communities, customers, and consumers.

We are the second largest beef processor and exporter in Australia, and proud partners to over 7,000 Aussie beef producers and some of the largest names in fresh food retailing in the country.

In a joint venture with Cargill, Teys Australia has retained its strong founding family connections and it is this rich heritage that drives our future.

**REPORTING LINES**

**POSITION OBJECTIVES**

The role is to assist the Wagga site team in the management and governance of the Project and the Head Contract by providing reliable and consistent site and project management to ensure that the Project’s approved objectives are satisfied.

**KEY ACCOUNTABILITIES**

Key responsibilities shall include the “Contract Specific Duties” for the project and the following:

Safety and Compliance

* Compliance with Teys Australia environmental, health and safety programs and ensure conformance with all specific procedures, instructions, and requirements (permits, quality control, safety procedures etc.).
* Approve construction tasks by conducting inspections on a regular basis on critical phases and obtaining approvals from key stakeholders.
* Oversee Head Contractor/ contractor works to prevent regulatory fines and interruptions to operations.
* Maintain a safe, secure, and healthy work environment by following and enforcing standards and procedures.
* Ensure the Project complies with legal and regulatory requirement.

Communication / Record Keeping

* Effectively manage scheduling and programming to ensure that the Project remains on time and within budget.
* Responsible for the day-to-day decision-making regarding progress against the Project programme and site activities in conjunction with Site Facility Asset Manager/ General Manager.
* Provide a central contact point for the team regarding any variances, queries etc.
* Maintain a co-operative and fair relationship with the Head Contractor/ Contractors and any other contractors.
* Actively liaise and consult with relevant staff members to ensure effective communication is maintained.
* Establish a full and complete understanding of the Project and Scope of Works under the Head Contract / Contract.
* Administer documentation required for/from the Head Contractor/ Contractor and their subcontractors. This includes, but not limited to:
	+ Delay Notices and Extension of Time Claim notices.
	+ Variation Notices and Claim provisions including assessment of the same
	+ Progress Payment Claim receipts and Security of Payment Act responses and compliance.
	+ General administration regarding all relevant insurance provisions, fees, correspondence authority requirements etc.
	+ Initiate and manage the procurement process to ensure it is in line with the Teys Australia Procurement Policy.
	+ Measure and monitor project KPIs.
	+ Assess variations outside acceptable limits and report on same in a timely manner.
	+ Prepare and maintain Quality Assurance documentation.
	+ Assist in the preparation of the required Handover Documentation.
* Prepare Monthly Teys Board of Directors reports and manage weekly site toolbox meetings.

Financial

* Prepare the monthly project reporting including the forecast and cost reporting.
* Ensure completeness of information captured (including asset master data and values, spares, tools/special equipment requirements, training material) and provision of same is on a timely basis to site planners, engineers, and accountants for input into JDE.

General

* Identify risks in relation to contract management of the Project and advise on continuous improvement opportunities.
* Actively consult with engineers and other technical team members to ensure that design intentions and the Project purpose is achieved.
* Monitor and control performance of the Project by keeping open communication with the Head Contractor and other contractors.
* Meet operational standards by contributing construction information to strategic plans and reviews, implementing production, productivity, quality, and customer service standards, resolving problems, and identifying construction management system improvements.
* Meet construction budget by monitoring project expenditures, identifying variances, and implementing corrective actions.

**SELECTION CRITERIA**

*Essential:*

* Bachelor’s Degree Qualifications (Mechanical Engineering) or demonstrated experience in other engineering disciplines
* 10 years’ experience as a Project Manager/ Site Supervisor on similar projects
* Work with and assist contractors on the Project in a supportive and cooperative manner to improve the quality of their works and management skills.
* Work closely with Teys site personnel in a collaborative manner.
* Responsible for establishing and maintaining a culture of safety on site.
* Monitor and minimise environmental impacts of the Project works.
* Be acutely aware of the regulatory compliance of the Project and work closely with any authorities and Teys key stakeholders to provide regular reporting.
* Excellent organisational skills and the ability to embed good contract governance and record keeping in the process.
* Ability to coordinate personnel with diverse skills and experiences to accomplish overall planning goals. Demonstrated supervisory and leadership skills by achieving good results in difficult circumstances specifically to this type of Project.
* Understanding how construction equipment works for inspection, operation, and maintenance of this equipment.
* Working knowledge and understanding of construction specific Acts, codes and Regulations with particular attention and awareness of the National Construction Code - Building Code of Australia, Security of Payments Act, and Regulation, environmental regulations, and legislation.
* Working knowledge of major forms of Head Contracts and fundamental Contract Law principals.
* Strong written and verbal communication and interpersonal skills and the ability to work autonomously and also as a Team Player to achieve the task of successfully completing the project (ability to be concise, clear, and direct).
* Strong analytical and reporting skills (in particular supervision, reviewing and approval of any day works) , financial acumen and experience in management and reporting of actuals vs budgets, including forecasting costs to completion and cash flows.
* Well-developed negotiation skills and the ability to gain the respect of all internal and external stakeholders and discourage the abuse of authority and contractual situations which lead to unnecessary disputes.
* Ability to be objective when dealing with contractual issues, within the contract parameters, and ensure the interests of both the client and contractor are properly balanced.
* Experience in coordinating, conducting and minuting meetings efficiently and effectively.
* Computer literate including advanced skills in Microsoft Word, Project, Excel and ERP systems such as JDE, SAP, etc.

*Desirable:*

* Relevant experience within the Food Processing Industry.
* Relevant experience working with Phased Project Delivery Projects

**BENEFITS AND CONDITIONS**

The below outlines the range benefits and conditions enjoyed by Teys Australia salaried staff and some key conditions.

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| **BENEFITS** | **CONDITIONS** |
| Annual Meat Allowance | National Employment Standards |
| Short Term Incentive (if applicable) | Fair Work Information Statement |
| Salary Sacrifice Options | Common Law Salary Staff Contract |
| Injury/Illness Salary Continuance Scheme | Business Conduct Principles |

**LEADERSHIP MODEL AND BEHAVIOURS**

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