# Project Manager (Civil Engineering)

## THE ROLE

### KEY OBJECTIVES

The key objectives of this role:
- Drive and co-ordinate the effective delivery of civil engineering projects that meet the required outcomes for clients and key stakeholders, ensuring timely completion and within budget.
- Establish and maintain effective, professional relationships with relevant stakeholders including clients, government agencies and allied professionals.
- Provide leadership, direction, mentoring and training to the team ensuring effective engagement and use of skills, competencies and expertise to drive operational efficiencies and quality.
- Prepare fee proposals and submissions and contribute to the development, growth and expansion of TGM’s portfolio of clients and projects by assisting the Manager – Civil Engineering as required.
- Participate in and contribute to, the ongoing improvement of the civil unit’s professional services and systems.
- Maintain TGM’s professional standards, meeting company objectives in relation to budget targets, service quality, company reputation, QA, OH&S and environmental standards.

## REPORTING TO

Manager – Civil Engineering

## ROLE/TASK & RESPONSIBILITIES

The primary responsibility is to co-ordinate the efficient and effective delivery of project services for the Civil Engineering Unit, including (but not limited to):
- Preparation of concise design briefs to the Design Co-Ordinator for design preparation including budget allowances for works required.
- Determine and manage project priorities to ensure effective application of resources to achieve project outcomes, delivery benchmarks, project budget targets and company revenue/profit objectives for projects, liaising with the Manager – Civil Engineering and other Project Managers in relation to resource allocation & sharing.
- Regularly review the productivity, effectiveness, quality and profitability of projects, including project follow-up to monitor project deliverables and client satisfaction levels.
- Prepare, review and approve fee submissions, proposals or tenders in accordance with TGM’s Project Administration Procedures.
- Ensure that all projects are run in accordance with TGM’s Management and Project Administration Procedures including project initiation, fee proposals and acceptance, project administration, document control, invoicing and project reviews and assessments.
- Build, maintain and continue to develop appropriate professional relationships and networks within the industry to ensure TGM retains a high level of respect and regard.
- In conjunction with the Manager – Civil Engineering, identify new business opportunities and assist with the pursuit of the opportunities as directed.
- Review and make recommendations to the Manager – Civil Engineering in relation to equipment and resource requirements, to effectively and efficiently deliver projects.
- Ensure a safe working environment is provided for all team members.
- Ensure TGM’s professional standards are maintained and company objectives in relation to budget targets, service quality, company reputation, OH&S and environmental standards are met and take responsibility for compliance with external and internal standard.

## AUTHORITY

- Decision making
- Delegation powers

As directed by the Manager – Civil Engineering, this position has the authority to take any reasonable action that is consistent with the responsibilities of the position and required to ensure safe and efficient delivery of work, subject to any limitations imposed by management and/or company policies and procedures.

## KEY MEASURES

Key areas that the incumbent’s performance will be assessed against:
- Achieve a budgeted ‘Target Utilisation Rate’ as agreed.
- Achieve agreed project budget targets.
- Deliver projects in a timely manner within budget and achieve high levels of client satisfaction.
- Compliance with relevant legislation, codes, industry standards and TGM Quality, OH&S, Environmental, Corporate, Financial and Human Resources management systems.

| Initials: | Date: |
## THE INCUMBENT

### ATTRIBUTES
(Type of person)

The key attributes necessary to successfully fulfil the objectives and responsibilities of this role.

Key attributes required for this role include:
- A commitment to high quality product and service delivery, with a critical eye for detail.
- Exceptional customer service and client communication skills with a professional approach to maintaining relationships.
- Self-motivated with the ability to manage multiple projects with competing demands/priorities.
- Highly flexible with the ability to work independently or within a team environment.
- Exceptional organisational, management and co-ordination capabilities with a determined approach to work.
- Effective negotiating skills and the ability to manage priorities in a changing environment.
- Establish and maintain rapport and manage stakeholder relationships including clients, authorities, contractors, other professional consultancies and the general public.
- A willingness to travel and work in different locations when required.
- A commitment to ongoing professional development (both personally and for the team).

### EXPERIENCE (Guide only)

At least 5 to 7 years industry experience in a similar role preferred.

### SKILLS & COMPETENCIES
(Professional & technical skills & competencies)

The specific skills sets & competencies the incumbent needs to be successful in this role.

The ability to manage own day-to-day activities in line with the Manager – Civil Engineering’s directions, and able to demonstrate:

**Operational**
- Advanced communication skills with the ability to provide effective professional consulting services to clients, authorities, government agencies, and other related consultancies.
- Engineering design, contractor management and contract administration experience, with the ability to identify/develop alternate design options that present more cost effective and innovative solutions.
- Project management experience – preferably in urban development or infrastructure.
- Team leadership and management skills.
- Ability to prioritise and allocate resources to ensure effective delivery of projects.
- Ability to work effectively within diverse management structures across multiple sites/locations.
- Experience with, and a commitment to Quality, OH&S and Environmental management systems.

**Business Development**
- Assist with developing and growing the Civil Engineering business portfolio, by having the ability to build, maintain and enhance professional relationships with current and potential business partners, clients and other relevant stakeholders and allied professionals.

### ACADEMIC

Qualifications required or preferred.

A relevant engineering and/or management qualification, recognised by Engineers Australia as eligible for membership as a professional engineer.

### OTHER REQUIREMENTS

Extensive experience within an engineering consultancy. Personal presentation is of a high professional standard. Willingness to travel to different locations if required. A valid Australian driver’s license. Ability to legally work within Australia.

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**Employee’s Signature**  
**Date**  
**Manager’s Signature**  
**Date**