

Position Description

Senior Project Manager, Building Services



- **Work** where everyone knows your name (and always will).
- **Be** part of a culture that puts honesty and ethics first.
- **Voice** your ideas; we listen and act.
- **Play** a role in shaping a growing, independent business.
- **Enjoy** generous annual leave entitlements (and other great perks).

About Nutbrook Group

We are an independent engineering company specialising in building services.

Since we began in 2011, our goal has been ensuring every building we work on operates at its best. Because when a building is humming, it is more efficient, sustainable and attractive to everyone who uses it.

From lighting, heating and cooling to a building's façade, renewable energy design, communications and fire safety – we provide the **design, advice** and **project management services** to deliver the best outcomes for building owners and create spaces where people can live and work comfortably.

We pride ourselves on offering honest, unbiased advice and recommendations. It's something our many clients across a wide range of industries know and trust about us; so much so that over 80% of the work we undertook in 2021 was repeat business for existing clients.

We have an opportunity (the role)

We are searching for an experienced **Senior Project Manager** to lead a variety of projects (big and small) for a range of clients.

This person will be responsible for:

- Achieving an annual average performance weighted score of >8 out of 10 from clients via an agreed survey for group and individual projects completed.
- Achieving nil ISO9001 QMS non-conformances and nil personnel WHS incidents in the workplace.
- Adhering to and championing all Nutbrook Group's company values, processes and policies.
- Achieving both the individual and Group Building Services fee targets set for the year.
- Be our Sector Subject Matter Expert, ensuring your projects are profitable while providing high quality results that meet or exceed the agreed client scope, timeframes and budget.

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- Identifying and removing obstacles, making improvements and mitigating risk where necessary. Peer reviewing engineering projects at set milestones to ensure the best possible outcome for Nutbrook Group and our clients.
- Mentoring new and existing Building Services Engineers (BSE) in understanding client needs and expectations within their designs.
- Thinking outside the square to continuously improve our approach and processes.
- Finding efficiencies, removing obstacles and identify better processes or tools in line with industry progress.
- Executing work from inception through to completion, ensuring alignment with our ISO9001 Quality Management System and our ISO45001 WH&S standards.
- Working closely with clients, building strong working relationships by:
 - Managing the tender and tender evaluation process as required, coordinating third parties to achieve the desired outcome.
 - Monitor, manage or develop project program(s).
 - Validating/process payments on behalf of the client (if required).
 - Charing PCG meetings on behalf of the client and attending sites to monitor progress as well as ensuring the project meets legislative and health and safety requirements.
 - Provide regular updates to clients.
 - Review variation, extension of time claims by contractor prior to issue to the client.
 - Managing all testing and commissioning associated with the project (if required).
 - Managing projects defects as required (if required).
 - Closing out the project (if required) and the project financials (internal and external).
 - Carrying out a project 'wash up' with the contractors and client.
 - Issuing a client survey to comply agreed targets and ISO requirements.

What you bring to the role

To be considered for this role, you are:

- A minimum of 5 years' consultancy experience in Building Services (Project Management, managing/leading projects).

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- Degree qualified and accredited to a recognised organisation.
- A high-level understanding of the entire project life cycle from the concept to completion.
- Knowledge on relevant Australian Standards and the Building Code of Australia.
- Ability to develop strong relationships with clients.
- Ability to and be licensed to act as superintendent in the local market.
- Excellent communication skills.
- Exceptional time management and work prioritisation skills.
- Ability and experience in working across multi-disciplinary technical service-based projects.
- Ability and experience in multi project delivery.
- Client or owners side delivery experience.
- Think laterally and operationally in project delivery.

Nutbrook Group's core values

- Create ideas.
- Tell it like it is, be informed.
- Deliver when we say we will.
- Be flexible on everything but quality.
- Be passionate, loyal and respectful.
- Always give your best.

Every member of our team is empowered to make informed, responsible decisions, build strong working relationships and bring new ideas to the way we do things.

We believe in treating everyone with respect and are committed to helping our people stay at the top of their game. Because when you're at your best, you can achieve your best.

This is backed by an ongoing professional development program, flexible working and genuine support for the hybrid home/office model, generous annual leave entitlements, and an employee incentive program that rewards everyone equally, regardless of their role.