



Position Title	Project Manager – Office Refurbishment	Reporting to	GM Finance (direct) Dotted to Project team managers (Corporate Services and HR)
Department	Finance	Direct reports	N/A
Classification	SMB1	Employment Status	Full Time 2 year contract
Position number	TBA	Date	June 2019

The Organisation

The Royal Australian College of General Practitioners (RACGP) is Australia's largest professional membership body for general practitioners (GPs). We represent over 40, 000 members including urban and rural GPs, medical students and registrars.

The RACGP's mission is to support GPs in improving the health and wellbeing of all Australians, "Healthy Profession. Healthy Australia." We provide skills and knowledge assessment, educational training and ongoing professional development for practicing GPs. We develop standards, resources and guidelines, help GPs with issues that affect their practice, support research to link members with the latest advancements in the field and advocate on behalf of the general practice profession to set and maintain standards of high quality health care for Australians.

Our Values

RACGP Staff are expected to uphold our workplace values:



Progressive leadership Forward thinking and proactive leaders who lead by example and empower staff to create and drive innovation



Quality Honouring our Organisational Vision and Mission Statement by constantly striving for excellence in service delivery and advancement in the field



Ethics Committed to acting with morality, integrity and transparency in serving the best interests of all stakeholders



Professionalism Dedicated professionals who respect and collaborate with others and are fully accountable for their actions.

Your Team

The Finance & Facilities Department of the college provides services to the Board and its committees, CEO, the managers and staff of our Faculty Offices and National Office Departments, and external bodies including grant funders and grant operators.

These services are in the areas of:

- Managements of Facilities across all states
- Setting of finance policies and procedures; budgeting, processing, recording and reporting of College business transactions; managing daily cash flow; managing compliance with tax laws and Corporations Law as it relates to financial matters; and providing managerial direction relating to financial matters whilst minimising financial risk.
- Management of some office services, specifically travel suppliers, office supplies, postage & courier services and utilities.

Your Role

Project Manager – Office Refurbishment

As the Project Manager, you will take primary responsibility for the process to refurbish and manage the relationship with internal and external stakeholders. You will work closely with the designer project manager and the RACGP building manager to keep trades on track and ultimately deliver the project on time and within budget. You will be working with the designer and builder/constructor throughout the project, through to finalisation of the refurbishment. In addition, the role will need to multi task and support other projects related to the overall property portfolio strategy.

Key Responsibilities

- Project management of the RACGP office interiors (East Melbourne and other sites as required) and other key strategic property portfolio projects.
- Manage trades, coordinate and plan ahead with full project scheduling and appropriate timelines and reporting to financials as required
- Build strong and effective relationships with stakeholders with open and constructive communication throughout
- Ensure organisational policies, procedures and practices are implemented, complied with and are relevant – particularly in relation to OH&S/WHs requirements and legislation
- Coordinating the logistics of potential staff moves whilst work is being undertaken
- Manage the project budget with the General Manager – Finance

Environment, Health and Safety

1. Complies with the RACGP's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with the RACGP in relation to activities taken by the RACGP to comply with OH&S and environmental legislation.

Your Relationships

Your role requires interaction with the following stakeholders:

RACGP Staff:

GM Finance
GM HR
GM Corporate services
Building manager
Executive and BOD reporting
All staff for change management

Other:

Designers
Builders
Construction/project managers
Tradespeople

Key Selection Criteria

Experience, knowledge and Skills

As a **suitable** candidate, you will have:

- Strong project management skills with experience running commercial fit out projects
- Experience at liaising with and dealing with legislative requirements on building codes and local government/council requirements during construction
- Ability to prioritise work and to meet deadlines
- Demonstrated effective communication, negotiation and influencing skills across the organisation, with co-tenants and as is required at the management level and above
- Effective stakeholder management
- Strong work ethic, proactive and team player
- Strong MS Project or other project management software skills
- Accuracy and attention to detail

As an **ideal** candidate, you will **also** have:

- Experience working with \$5-\$10M fit out projects
- Change management and strong communication experience – both verbally and written
- Significant similar project experience to demonstrate knowledge of timelines and competing pressures to see projects to completion

Qualifications

As a **suitable** candidate, you will have ideally completed:

- A relevant tertiary qualification in an appropriate field/discipline

As an **ideal** candidate, you will have completed:

Workplace Behaviours

In your role, you are expected to:

Positively influence others

Take initiative

Focus on service

Make effective decisions

Be transparent

Be respectful

Be emotionally intelligent

Be flexible and adaptive

Strive for excellence

Demonstrate integrity

Be accountable

Collaborate

Declaration

I, **XXXXXXXX**, acknowledge that I have read and understood the Project Manager – Office Refurbishment position description which forms part of my employment contract from the date of issue.

I accept that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements

Employee: _____ (signature) Date: _____

This Position Description is approved by:

H.R:

 _____ (signature)

Date: 7/06/2019