Job Title: Construction Manager

# Basic Details:

*[Here you need to list the basic details of the job including important relationships]*

## Location:

Auckland

## Travel Requirements:

Up to 3hrs travel time p/w between sites

## Pay Grade:

$90k – $115k

## Reports To:

Project Manager

## Team:

Management

## Key Relationships:

Internal – Health & Safety Officer, Operations Manager

# Role Purpose:

*[Here you need to describe the purpose of the position. You want to answer the question, ‘Why does this position exist?’]*

The Construction Manager will be responsible for the site, keeping the Project Manager well informed & overseeing all work on the site.

# Key Responsibilities & Expected Deliverables:

*[List the responsibilities or key result areas and expected deliverables of the job, including what success looks like]*

|  |  |
| --- | --- |
| Responsibility | Deliverable |
| Communication | * Keep all stakeholders informed of progress as per service level agreements * Prepare internal and external reports to meet deadlines |
| Health & Safety | * Ensure all site workers have correct equipment & are checked frequently * Analyze, manage and mitigate risks on site |
| *[Responsibility]* | * *[Deliverable]* * *[Deliverable]* |
| *[Responsibility]* | * *[Deliverable]* * *[Deliverable]* |

# Person Specification:

*[Here you need to list what you require in the ideal candidate]*

## Experience/Technical/Professional Qualifications

*[Previous experience, any licenses, what is non-negotiable for them to do the job]*

(Essential)

*[Here you need to outline what is non-negotiable for them to do the job]*

* At least 3 years’ proven working experience in construction management
* Current Site-safe license

(Desirable)

*(Here you can add anything that is helpful, but not essential; could help to separate a brilliant applicant from a competent one]*

* A Bachelor in Construction management, architecture, engineering or related field

## Knowledge, Skills and Attributes

*[This section sets out the characteristics and competencies you think an applicant should have in order to perform the role and fit into the organisation]*

* Ability to plan and see the “big picture”
* Advanced knowledge of construction management processes, means and methods
* Great time and people management skills