

The Project Manager promotes contribution from all projects and stakeholders to deliver projects in accordance with the Baseline Projects System Standards and to meet project required deliverables

The Benefits

Baseline is a company that believes our people thrive in a supportive and trusting environment; to enable your success with us, we can offer you:

- Flexible/Hybrid working
- Range of projects across NSW and QLD
- Ongoing training and development
- Competitive remuneration packages, including use of company vehicles, salary packaging, and technology provisions
- Consistent pipeline of varied work
- Tailored career progression
- Dog friendly office (BYO puppies)

Baseline is a progressive head contractor specialising in government and commercial projects.

We believe every successful build needs the right foundation. That's what we deliver, with years of client-side experience and a culture defined by transparency, safety and quality.

There's always a better way to build. It begins with Baseline.

Build Honestly

The way we work with clients, stakeholders and subcontractors is the same way we work as a team: honestly. Our people and our processes are grounded in transparency. Our culture is one of integrity at every level. We foster a supportive, inclusive and fair working environment.

Build Safely

Safety is at the core of everything we do. We not only want to encourage a safety-first mindset among our own people – we want to challenge the entire industry to make safety its priority.

Through meticulous planning and collaboration with experts, we take meaningful action to reduce risk and establish a culture of collective responsibility. where everyone has the opportunity to be heard, grow and get ahead.

Go Beyond

We bring years of experience, but we also bring youthful enthusiasm. We are determined to deliver beyond the expectations of our clients, and in doing so, raise the bar with every project.

Our competence fuels our decisive nature and when we don't know the answer, we learn. We bring in experts, we assemble the right team, and we find the best way forward.



Success Factors

The ideal candidate for this role will be able to demonstrate the following behaviors/skills:

- A degree in relevant discipline or related field such as construction, engineering or project manager or relevant industry experience
- Minimum 5 years' experience managing construction projects
- Strong Organisational and time management skills
- Communicates effectively with all levels of staff and finds a balance between having fun and being productive
- Identify and promote Baseline Personality traits: genuine, Trusted, intelligent, Active
- Highly Motivated with a proactive work style and ability to work effectively independently and as part of a team
- Experience with and proficient use of Procore, MS Project and MS excel
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Roles and responsibilities.

The Project Manager role plays a critical role in contributing to the success of the business through:

- Taking overall responsibility to deliver a successful project, including pre design, design, construction and completion stages of the project
- Acting as the primary point of contact for all communication and stakeholder management from the project client
- Effectively and actively managing cash flow, cost reporting and profitability for projects under management
- Taking a lead role in risk management, and promoting a safe work environment reflective of Baseline values
- Ensure project schedules and timelines are sufficient for procurement and purchasing lead times.
- Establishing, maintaining and ensuring compliance with Health Safety and Environmental systems in accordance with Baseline System standards.
- Assembling and leading the project team to achieve best possible performance from all members. Taking responsibility for resources engaged in the projects and liaise with senior management to ensure projects are appropriately resourced.
- Managing any formal project deliverables in line with System Standards, liaising with the senior PM, Director, Site Manager and contractors as required to satisfy system standards and project outcomes
- Management of project requirements including but not limited to:
 - RFIS Chairing meetings internally and externally
 - Project procurement
 - Subcontractor engagement
 - Quality control
- Ensure project profitability, client satisfaction and positive subcontractor relationships on each job.



Reporting Structure

Management Level

Management

Delegated Authority Level

Level 3

Reporting Relationships

State Manager

Direct Reports

Project Coordinator

Stakeholder Relationships

Senior Project Managers,
Project Managers, Site
Managers

Key result areas for the role.

Success in this role will be defined by your ability to deliver within the Baseline values and personality framework:

Build Honestly

- Overall responsibility to deliver a successful project(s) under management
- Lead the project team to deliver a high-quality final product
- Take responsibility for resources engaged in projects and liaise with clients and management as required

Build Safely

- Take a lead role in ensuring WHS systems and processes are in place and adhered for each project. Monitor and review system standards and policy to adopt change with Senior Management
- Ensure communication of HSE systems and controls

Active

- Contribute to the creation of the project team and lead by example to achieve the best possible performance from all members
- Represent and promote the company throughout the project.

Go Beyond

- Represent the clients' best interests from inception to completion of the project.
- Determine the needs, requirements and constraints of the client

Genuine/Trusted

- Be an advocate for positive and inclusive workplace culture
- Be the conduit between the site team and senior management to ensure director involvement and compliance with system standards and Baseline Policies.

Intelligent

- Direct the adherences of the project programme on a day-to-day basis.
- Work with honesty and integrity in all aspects of your role
- Manage the pre-design, design, construction and completion stages of the project and ensure compliance with System Standards

