

The Site Manager will oversee and co-ordinate operations on a day-to-day basis on site to ensure adherence and compliance with Baseline Projects System Standards.

The Site Manager is integrated with onsite activities and works with the Project Management Team to ensure the project is adequately resourced, planned and executed in line with project deliverables and Baseline HSEQ systems.

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 behaviour/skills:

- General Construction Induction Training (White Card) & Driver's licence
- A degree in a relevant construction related discipline or related field and 3 years' experience; or a combination of formal education and experience in excess of 4 years which must be related to site management and/or the co-ordination of construction contractors.
- Relevant experience managing the co-ordination and supervision of construction trades and supervisors.
- Have a positive attitude and willingness to learn

Roles and responsibilities.

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

- Working with the Project Manager to develop, implement and maintain the site Risk Assessment and contractor risk assessments and work method statements.
- Be the primary point of contact on site for the client. Work with local stakeholders, clients and subcontractors to deliver the project whilst managing the expectations of local stakeholders.
- Take responsibility for resources engaged in the projects, including Baseline staff and subcontractors, and liaise with senior management to ensure projects are appropriately resourced.
- Take a lead role in establishing, maintaining and ensuring compliance with Health Safety and Environmental systems in accordance with Baseline Projects System Standards.
- Be a leader on site and drive a positive culture and set expectations for quality, health, safety and environment.
- Complete site administration tasks such as a site diary to catalogue events and progress.



Reporting Structure

Management Level

Management

Delegated Authority Level

Level 4

Reporting Relationships

Construction Manager and Project Managers

Direct Reports

Site Supervisor and Leading Hand

Stakeholder Relationships

Senior Project Managers, Project Managers and Assistant Project 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.
- Ensure accurate and timely project reporting.
- Take responsibility for resources engaged in the projects and liaise with clients and management as required

Build Safely

- Set and uphold high standards for HSEQ across aspects of project planning and delivery
- Take a lead role in establishing, maintaining and ensuring compliance with Health Safety and Environmental systems in accordance with Baseline Projects System Standards.
- Responsible for the review of system standards and policy to adopt change with Senior Management

Go Beyond

- Be a positive representative for the business and promote the business.

Genuine/Trusted

- Be an advocate for positive and inclusive workplace culture
- Be the primary point of contact on site for the client. Work with local stakeholders, clients and subcontractors to deliver the project whilst managing the expectations of local stakeholders.
- Take responsibility for on-site relationships, program and deliverables.

Intelligent

- Be a leader on site and drive a positive culture and set expectations for quality, health, safety and environment.

Active

- Take responsibility for resources engaged in the projects and liaise with senior management to ensure projects are appropriately resourced.
- Be a leader of positive culture, setting expectations for quality, health, safety and environment.

