



## Project Manager

Hays • Canberra ACT



Base pay

\$65 - \$130 / hr



Work type

Temporary



Contract type

Not provided

### Job details



Date posted

**04 Jun 2022**



Expiring date

**04 Jun 2023**



Category

**Property & Real Estate**



Occupation

**Project Manager**



Base pay

**\$65 - \$130 /hr**



Work type

**Temporary**



Job mode

**Standard/Business Hours**

### Full job description

#### Your new company

A major federal government department requires experienced project professionals to assist them in the roll out of their new Capex programme.

#### Your new role

Reporting into the Project Director you will be responsible for managing multiple projects from conception to final handover. This will include but not limited to:

- Coordinating the Agency's Capital Works Program including all aspects of end-to-end construction project management (planning, design, approvals, procurement, delivery and handover).
- Preparing draft written material including business cases, plans, executive briefs, project reports, status updates and exception report.
- Performing independent research work and analysis including the preparation of draft reports on relevant project activities.
- Monitoring project budgets, reviewing and reporting on expenditure and assisting with procurement and contract management.
- Identifying and assisting with program governance including the management of project risks, issues and benefits.
- Reviewing projects to provide improvements and reviews on the effectiveness of service delivery.
- Contributing to the development and review of policies, procedures and guideline documents.

#### What you'll need to succeed

- Demonstrated experienced delivering a CAPEX programme including on new build, refurbishment or fit out projects between \$1-30M

- Comprehensive understanding of design and construct processes
- Strong stakeholder management experience including engaging with complex stakeholder relationships, both internal and external, including senior executives
- Ability to undertake robust procurements and contract management process.
- Experience managing budgets and associated financial work programs
- Valid Police Check required (no baseline clearance required)

**What you'll get in return**

This labour hire assignment is for an initial 12 months with the possibility of extensions, with a temporary hourly rate of \$65/120 + Super pending on experience. This department values Quality, Agility and Professionalism. An inclusive and flexible workplace where all employee's individualities and contributions are valued.

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or for a confidential discussion please contact William Ballam on 02 6112 7655 or email [william.ballam@hays.com.au](mailto:william.ballam@hays.com.au)

**LHS 297508 #2649203**