

Position Description

Position Title:	Project Manager – Major Projects
Team:	Property
Employment Status:	Full Time
Reporting to:	Director Property

About Unison

Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We improve housing outcomes by leveraging our culture, partnerships, experience and our approach to innovation to create secure, sustainable homes and facilitate support and choice for people to positively engage in their community.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing – a good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

Position overview

The role will manage the planning, execution, and delivery of our social and affordable housing property development projects as well as major capital works projects at existing assets.

Position responsibilities

Project Planning and Coordination:

- Coordinate the development and submission of proposals for new land and funding opportunities.
- Develop comprehensive project plans, including timelines, budgets, and resource allocation.
- Coordinate with internal teams, external consultants, and contractors to make recommendations on project approach, achieve necessary approvals and ensure project milestones are met.

Stakeholder Management:

- Act as the primary point of contact for all project stakeholders, including government agencies and funding bodies.
- Develop and maintain effective collaborative partnerships with external stakeholders including local government, contractors and property related professionals as well as internal Unison teams.

- Ensure effective written and verbal communication and collaboration throughout the project lifecycle.

Risk Management:

- Identify potential project risks and develop mitigation strategies.
- Monitor project progress and implement corrective actions as needed to ensure successful project delivery.

Quality Assurance:

- Ensure all project deliverables meet the required quality standards and comply with relevant regulations, contractual obligations and other guidelines.
- Conduct regular site inspections and audits to maintain high standards of workmanship.

Budget Management:

- Monitor project budgets and expenditures, ensuring projects are delivered within financial constraints.
- Prepare regular financial reports and forecasts for senior management.

Contract Management:

- Oversee the procurement and management of contracts with consultants, contractors, and suppliers.
- Ensure all contractual obligations are met and manage any disputes or issues that arise.

Reporting and Documentation:

- Prepare detailed project reports, including progress updates, risk assessments, and financial summaries.
- Maintain accurate project documentation and records.

Undertake any other work activity as directed by Director Property

Key selection criteria

- Bachelor's degree in project management, construction management, or a related field.
- Demonstrated work experience in project management.
- Strong knowledge of project management methodologies and tools.
- Excellent written and verbal communication, negotiation, and interpersonal skills.
- Proven ability to manage multiple projects simultaneously and deliver results on time and within budget.
- Proficiency in project management software and Microsoft Office Suite.
- Knowledge of relevant regulations and standards in the housing and construction industry.

Safety and wellbeing

Staff may be required to interact with Unison's renters and members of the public across Unison's locations in emotionally heightened situations, and therefore need to represent Unison professionally and calmly, and apply safe work practices outlined in Unison's safety and wellbeing policies and procedures.

Smoking, vaping, e-cigarettes, alcohol or illicit drugs are not permitted to be consumed on any of Unison's premises by staff.

Employment conditions

All staff must be able to perform their duties in varying conditions and locations across Unison's sites.

Unison is committed to protecting children and vulnerable people who have contact with our service. It's an inherent requirement of employment for all staff to have a current Working With Children Check and relevant, clear Police Check.

Equal employment opportunity

Unison is committed to creating a safe, inclusive and supportive workplace that reflects the community we serve. People who may be Aboriginal and/or Torres Strait Islander, are culturally, linguistically, LGBTQ+, age, gender or ability diverse, or have a disability, are encouraged to apply for positions at Unison as part of our Reconciliation Action Plan and Diversity and Inclusion Strategy.