CONSTRUCTION FUTURES

CTF

# Career Profile: Project Manager



A Project Manager takes overall responsibility for the planning, management, coordination and financial control of a construction project, whether it be a residential complex, hospital, football stadium or freeway extension. They manage the overall time, cost and quality of the project, provide technical support to office staff, supervisors and suppliers, control and coordinate adherence to building codes and ensure client requirements are met in accordance with contract documentation.

## Sector

**Residential / Commercial / Civil / Resources**

## What might a working day look like?

- Scheduling the job flow of a project using Gantt charts, planning timeframes, costs, managing the budget as well as the materials and labour requirements for a project
- Continually monitoring the progress to ensuring that all work is being completed on time, within budget and to quality standards agreed upon
- Creating relevant documentation such as scope, agreements to variations, signing off and contractual documents as required
- Working with other professionals including engineers, architects, team supervisors and suppliers and hiring contractors and ensuring the tasks to be completed are clearly explained
- Liaising with sponsors, clients, suppliers, subcontractors and stakeholders
- Ensuring all safety standards and guidelines are followed and maintained
- Motivate and drive team performance
- Facilitate a productive relationship with our client, consultants and subcontractors
- Be accountable for safety leadership and compliance with legislation

## Working Hours & Condition

- Generally, on site with some office work when planning and creating documentation
- Full time hours, some afterhours work may be required to meet deadlines

## Skills and personal qualities

- Good knowledge and solid understanding of technologies and building techniques
- Reliable and enjoy leadership roles and practical/manual activities
- Able to work under pressure and keep a level head with sound judgement and decision-making skills
- Have a careful, thorough, and accurate approach to work including a high level of safety awareness
- Good analytical and critical thinking skills, maths skills and problem-solving skills
- Excellent time management and organisational skills, as well as excellent interpersonal and communications skills

## How to get started

Several years of relevant experience in the building industry and a formal qualification, such as a Diploma in Building and Construction (Management) or a Diploma in Project Management is usually required to work as a project manager.

## Future Pathways and opportunities

If you want to upskill further, you may consider completing a university degree in project management or construction management to become a construction manager.



## Next Steps

**Further information can be found at:**

- Jobs and Skills WA – **www.jobsandskills.wa.gov.au**
- Australian Apprenticeship Support Network Providers – **www.australianapprenticeships.gov.au**
- The Good Universities Guide – **www.gooduniversitiesguide.com.au**
- Australian Apprenticeship Pathways – **www.aapathways.com.au**
- Job Outlook – **www.joboutlook.gov.au**

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*Information was sourced from Department of Education, Skills and Employment Job Outlook website.*
*The information provided is only to be used as a guide*