



PROJECT MANAGEMENT LEAD

POSITION
DESCRIPTION

HIP V. HYPE DEVELOPMENT

HIP V. HYPE DEVELOPMENT WORKS WITH PARTNERS WHO ARE SEEKING TO CREATE PROJECTS DEFINED BY SUBSTANCE, GENUINE INTERACTION AND MEANING.

OUR UNIQUE DESIGN LED APPROACH ASSISTS OUR PARTNERS TO MAKE BETTER, MORE INTUITIVE, MORE SUSTAINABLE, MORE ELEGANT, SPACES, SYSTEMS, SERVICES AND EXPERIENCES TO ENHANCE THE QUALITY OF LIFE FOR PEOPLE IN OUR FUTURE CITY.

PROPERTY DEVELOPMENT IS AN INTRICATE AND DYNAMIC PROCESS. HIP V. HYPE PROVIDES PARTNERS WITH DIRECT ACCESS TO OUR EXPERTISE, BRAND EQUITY, NETWORKS, STRATEGY, FORESIGHT, CREATIVITY AND PASSION.

OUR STRENGTH IS DEFINED BY A UNIQUE ABILITY TO COMPREHEND COMPLEX PROBLEMS WITH PACE AND AGILITY. BY IDENTIFYING AND CLEARLY COMMUNICATING CONSIDERED OBJECTIVES, WE RESOLVE SOLUTIONS TO COST, TIME AND RISK REDUCTION RESULTING IN ACCELERATED COMMERCIAL RETURN AND ENHANCED BENEFIT TO ALL INVOLVED.

WE ENSURE EFFECTIVE PROCUREMENT BY DELIVERING THE FOLLOWING PROJECT SERVICES:

- _ DEVELOPMENT MANAGEMENT.**
- _ SALES & MARKETING MANAGEMENT.**
- _ PROJECT MANAGEMENT.**



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KEY INFORMATION

Role: Project Management Lead - FULL TIME.
Location: 330 Park Street Collective - Carlton North.
Starting: FEB/ MAR 2018.

PURPOSE

To manage and be responsible for the successful delivery of key projects assigned under the direction of the Development Director for HIP V. HYPE Development. The Project Manager must be motivated to 'own' the construction delivery outcomes for their projects. This position also includes an opportunity to upskill in Development Management related scope of works.

EXPERIENCE AND
ATTRIBUTES

- Tertiary qualification in a construction related field – Property, Engineering, Construction Management preferred but not essential.
- Project Management experience in medium density and/or high-rise residential, with 3-5 years experience.
- Contractor-side Project Management experience is essential. Strong technical skills related to onsite construction management, ideally time on site with tools in hand is also a positive.
- Design training or an active interest in design is important.
- Strong knowledge of residential townhouse and apartment construction.
- Developed skills in areas of Project Management, Cost Planning and Budgetary Control, Design Management and Delivery across a diverse range of projects.
- Ability to prepare and present comprehensive written and verbal reports and submissions (including Board Reports and Business Cases).
- Ability to effectively manage stakeholders including client, external contractors, consultants, service authorities etc.
- Proficient in using Microsoft Word, Excel, MS Project and Indesign.
- Ability to think logically, analyse and assess opportunities and risks on projects, and identify solutions and outcomes.
- High standard of administrative and organisation skills with strong initiative and ability to adapt, respond and problem solve quickly.
- A strong understanding of design thinking principles and an ability to understand and adopt a design led approach to problem solving and Project Management.
- Excellent people management and customer relationship skills.
- Experience working with key project documentation (including construction contracts, consultant and development agreements).
- Ability to identify opportunities to continuously improve processes and practices across Project and Construction management.
- Deep alignment with Our Values and an active interest in sustainability.



TASKS

PROJECT MANAGEMENT SERVICES – CLIENT SIDE

- Negotiate outcomes and work with stakeholders to understand and interpret the needs and vision of a project.
- Provide leadership in the project management of our projects including all technical aspects:
 - Master plan management with development team
 - Feasibility and cashflow analysis
 - Commercial management
 - Procurement and tendering
 - Concept planning and delivery
 - Design drawings and technical specifications
- Successfully deliver projects using either a hands-on approach or overseeing internal/ external project managers.
- Develop (or oversee the development of) detailed project plans including defining processes, setting priorities, allocating tasks against available resources and developing project programs (using MS Project or other).
- Review documents, identify issues and develop potential resolutions.
- Present written advice and convene/ attend meetings to address issues.
- Review, assess, certify and authorise payment of progress claims.
- Where necessary, chair and facilitate Project Control Group meetings.
- Provide leadership in the negotiation of key consultant agreements including construction contracts.
- Contribute to Head Contract negotiations including the review of collation of Contract Documents.

PROJECT BUDGETING AND REPORTING

- Ensure compliance with project reporting obligations to relevant Boards and Committees including:
 - Development Committee
 - Finance Committee
 - Project Control Groups
- Set project budgets and manage during construction phase.
- Develop and implement cost control measures where necessary.

RISK MANAGEMENT

- Ensure that project risks and issues are appropriately communicated and plans are in place to reduce and manage risks.

IMPROVEMENT

- Help to promote a culture of continuous improvement in processes and practices that create value to the project and our business.
 - Identify opportunity to create cost saving and service improvements.
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OUR VALUES

We believe in the power of a collaborative, design led approach.

We believe in building relationships.

We believe in the potential of smart, thoughtful and passionate people who are driven to achieve better.

Our aim is to remain agile and open-minded to facilitate an environment that enables our people to pursue relevant and meaningful purpose driven work.

We will not compromise on our values:

- Continuity and Authenticity is everything: say what you mean and mean what you say.
- We don't want to be interesting, we want to be good.
- We seek work that is meaningful, evidence-based and challenges the status quo - "It's more fun being a pirate than joining the navy".
- We acknowledge effort, share success and act with compassion: We collaborate, we don't compete.
- We question everything and always seek to understand - WHY.
- We don't believe the Hype.
- We always seek to be better and to do better.
- And importantly, we take our work seriously, not ourselves...!

INTERESTED?

**SHOOT THROUGH A ONE-PAGE PITCH AND CV TO
WEDESERVEBETTER@HIPVHYPE.COM**