

Project Management Role

Background

The College has been awarded a grant from the BGA for the “Construction of student amenities block comprising 6 individual amenities” of \$84,000 out of a total project cost of \$180,000 (including an allowance for contingencies).

In addition, a contribution to this project is to be received from the College Foundation with the balance funded from the College capital works budget.

A concept plan has been developed by Alexstar Building Design (see attached) and draft quotes from Habitus Homes/McComb Plumbing (see attached) has been received at an estimated cost of \$145,000.

Scope

The tasks required by the project manager include:

- Requesting quotes from prospective Builders in accordance with BGA requirements
- Assessing quotes received and providing recommendations to the Business Manager and Principal
- Unless the builders quotes are for design/construct, liaising with the building designer for the production of drawings and assisting them in the process of Council approval
- Financial management of the project
- Work with College Property Manager in setting up the site for construction works to commence
- Once construction commences, liaise with the builder re day to day issues referring any major issues to Business Manager & Principal.

Time Commitment

It is anticipated that the role will take approximately 3 to 5 hours per week on average over the course of the project. At the start of the project a greater time commitment may be required to get things up and running. Pay rate to be based on Level 4 casual position at \$41 per hour.

Appointment

Appointment this role would be subject to Board approval.