

PROJECT MANAGER

PROJECT SCOPE

Tenders are invited for the following project at our club:

- Project manage Female Changing Rooms and Multi Functional Space at Magic United FC, Birmingham Road, Carrara, QLD, 4211.

Project objectives:

- Project manage the following project: Female Changing Rooms Facility which includes Female Changing Rooms, Multifunctional Space, Storage, Deck and Veranda.

Professional Qualifications:

- Diploma/Degree in PM, minimum 5 years OR Cert IV PM minimum 3 years
- QBCC licence or similar

Insurances

- Professional Indemnity Insurance
- Public Liability Insurance

Tender submission and closing date:

- Tenders need to be submitted to the club by 5:00pm, Friday 7th June, by email.
- Late tenders may be excluded from consideration at the discretion of the Club Executive and the project stakeholders.

All tender enquiries should be referred to:

- Name: Andrew Robinson
- Position in club: General Manager
- Contact details: P - 0413 888 643, E - andy@magicunited.com.au

The lowest tender/s will not necessarily be selected as consideration will be given to the following:

- Demonstrated ability to project manage the scope of work
- Recent examples of work completed in a similar environment
- Ability to meet the timeframe required

All tenders will be assessed using the following criteria:

- Tender Price
- Ability to deliver
- Professional qualifications
- Quality and Historical Performance (Experience)
- Insurances and liability

Submissions will be reviewed and assessed within 30 days of the tender closing date and the selected candidate will be notified in due course. Unsuccessful candidates will also be notified in writing.

Project Scope:

Minimum duties:

- Have a good understanding of a Not-For-Profit organisation (governance, financial capability, technical capabilities)
- Have a good understanding of the 'need' for the project (Female Facilities).
- Have a good understanding of the funding contributors to the project and their requirements, constraints and limitations
- Have a good understanding of the time constraints (working within a functioning club/ season, working around major events)
- Manage scope, and timeframes of project
- Develop appropriate budget and monitor and track the budget to ensure project is completed within the agreed budget
- Maintaining the focus of the approved project on the agreed scope, budget, outcomes and benefits to the community
- Coordinate and manage engagements of consultants
- Manage the design process and approval process' (BA, DA)
- Coordinate the construction tender process
- Resolve conflicts arising within the project
- Review, manage and mitigate risks and maintain a project risk register
- Chair and minute meetings (PCG, committee, design and construction meetings)
- Ensure project outcomes meet the agreement requirements
- Track compliance and maintain consistent project outcomes of the project
- Provide regular, relevant reports as required to relevant stakeholders

Kind regards

Andrew Robinson

General Manager

0413 888 643

andy@magicunited.com.au