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Architecture
Interior Design
Urban Design
Strategy

Bates Smart position description

Project Leader

Overview

The Project Leader is responsible for facilitating design of the highest quality by effectively managing projects and contributing to outstanding project outcomes.

Job Details

Location: Melbourne
Team: Architecture
Reports to: Practice Manager
Direct reports: Project Team

Key Responsibilities

- Prepare the project fee and client agreement for Director review
- Develop an effective relationship with the client, obtaining client approvals and monitoring client satisfaction
- Define, finalise and maintain the project brief
- Provide interface between stakeholder(s) and the project team
- Liaise with consultants and coordinate and direct the consultant team
- Assist with the formulation of scope of works/services
- Manage the programme (monitor project budget, resourcing costs and monthly invoicing)
- Report monthly on project issues and budget
- Manage and coordinate the project team
- Induct, mentor and performance manage team members
- Provide individual performance feedback
- Conduct annual appraisals
- Complete project reviews (internal assessments and evaluation)
- Provide a photographic briefing and project profile upon project completion
- Comply with regulatory and authority controls
- Ensure the integration of the Bates Smart Management System with project delivery

Essential Skills/Experience

- Degree qualification in Architecture
- Design sensibility
- Previous experience in managing complex projects
- Proven ability to manage people and to coordinate large teams
- Ability to establish, build and maintain client and stakeholder relationships
- Ability to communicate and liaise effectively with people at all levels
- Ability to work to objectives, deadlines and budgets
- Proficiency in AutoCAD, Revit, Adobe Suite and Microsoft Office

Essential Cultural-Fit Characteristics

- organised
- team-focused
- resourceful
- motivated
- client-focused
- flexible
- trustworthy
- diplomatic