

Position Description

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| POSITION | Cadet |
| REPORTS TO | Project Manager |
| KEY RELATIONSHIPS | Contracts Administrators, Construction Managers, Project Directors. Site Managers, Subcontractors, Consultants. |

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| FDC Values | We're Personal, We're Defined by the Client Experience, We're Humble but Hungry, We Are All In, We're Young at Heart. |
| FDC Marketing Mission | Amplify our business position - Made personal™ |

This Position Description sets out the initial requirements of the role. The Company may alter these requirements from time to time and any changes will be reflected in a revised Position Description.

Principal Purpose

Reporting to the Project Manager, this role is to conduct general contracts administration and site-based construction work whilst carry out tertiary Education in an industry relevant course. FDC personnel are to maximize output within the time available while at the same time adhering to all HSEQ standards and regulations.

Authorities and Responsibilities

1. Contracts Administration

- Assist in the preparation planning permit and other relevant documents for submission to council for construction projects.
- Work in conjunction with the Project Manager to develop the design, coordinate with consultants, produce meeting minutes, review documentation, etc.
- Assist in the preparation documentation and liaise with the Private Certifier to obtain the Construction Certificates and Occupation Certificates
- Work in conjunction with the Project Manager and Site Manager to develop and implement ITP's and other QA procedures relevant to each project.

- Assist in monitoring all financial aspects of the contract to ensure projects run to budget including:
 - Issuing purchase orders
 - Early reporting of Trade Lettings / variations
 - Approval of contractor invoices
 - Producing Progress claims both Draft and Final / Tax.
- Develop and issue draft progress reports to clients on monthly basis to enable client acceptance prior to production of an FDC tax invoice.
- Prepare monthly reports for the project Manager to provide accurate details of the project's financial and WHS status including:
 - Design status
 - Construction Status
 - Cost to complete reports.
 - Divisional deliverables
 - Procurement
 - Safety reports
- Assist in administering the initial phase of the project in a timely manner to ensure contractors are made aware of calls for "expressions of interest"; plans and specifications are provided, and quotes are correlated.
- Assist in compiling a tender analysis for each project including.
 - Subcontract tender interview.
 - Scope of works.
 - Procurement Report.
 - Licence and commercial checks
 - Maintain and update records of all correspondence related to contract activity.
- Assist with reviews and administering in accordance with the Head Contract, agreements to identify the key requirements for notices, times for progress claims, variations, EOT's, etc.
- Assist in the preparation, issuing, and signing of all subcontracts immediately an agreement is made to secure the subcontractor.
- Assist with the preparation of completion documents in accordance with the head contract and assist with compiling all documentation as required by the PCA to obtain occupation certificates.
- Assist in obtaining the certificate of Practical Completion and release of first security.
- Work in conjunction with the Project Manager to develop effective programs for all on-site work.
- Aid in the development of management reports
- Aid in budget and forecasting

2. Stakeholder Relationships

Stakeholders are defined as; our people (current and future), clients, subcontractors, consultants/partners, charities, and community groups.

- Participate in design meetings with architects and service consultants and ensure accurate minutes are kept of proceedings.
- Assist with compiling client monthly, financial reports relating to job/contract specific issues.
- Maintain an effective transmittals trail of all correspondence relating to the contract including design changes and requests for information.
- React promptly to consultant request for information and ensure all relevant documents are always kept up to date.

3. HSEQ

Ensuring we promote safety and how we do it is key to ensuring FDC's reputation is continually maintained and enhanced across our key marketplaces.

- Report all safety concerns.
- In consultation with the Project Manager, assist in developing site Work Health and Safety Plans which meet statutory requirements and FDC guidelines, and are an effective site induction program.
- In consultation with the Project Manager, assist in developing site Environmental Management Plans which meet statutory requirement and FDC guidelines.
- Comply with environmental procedures and practices, environmental legislation, regulations, and licensing conditions.

4. Team Working

- Work cooperatively with all team members to ensure best outcomes are achieved.
- Maintain effective communications and good working relationship with the Project Team.
- Ensure problems and potential problems are communicated promptly to team members.

5. Corporate Image & Presentation

- Uphold the FDC image by conducting all business- and business-related activities in an ethical and professional manner.
 - Contribute to the development of a productive workplace culture by working cooperatively with colleagues and supporting efforts to develop improved work methods, communications, and productivity.
 - Participate in general office meetings to contribute in a positive way to current issues.
 - Apply high standards in all forms of communications and presentations.
 - Demonstrate excellent customer service in dealings with clients.
 - Apply a high level of dress standard appropriate to the position/occasion.
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Required Skills, Knowledge, and Experience

- Currently completing a degree in construction management, civil engineering, or relevant industry course.
 - Proven multi-tasking and prioritising skills.
 - Exceptional verbal and written communication skills.
 - Enthusiastic with a positive attitude with the ability to adapt to a changing and flexible work environment.
 - Approachable with strong organisational, prioritising and time management skills.
 - Proficiency in Microsoft Word and Excel and PowerPoint
 - Meeting deadlines, accuracy, organisational skills
 - Attention to detail and quality of record keeping.
 - Understand the processes of subcontracts.
 - Problem solving ability.
 - Knowledge of relevant HSEQ guidelines.
 - Willingness to be a part of a team.
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Why Join FDC?

- Great passionate 'family' team culture
- Award winning organisation working on a diverse range of projects.
- Excellent remuneration
- National company and exposure
- Company you can be proud of – opportunity to give back to the local community.

Work Environment and Working Hours

This position operates in a corporate professional office environment, within a standard 38-hour week incorporating 1.5 days per week for university studies, with the understanding that there will be some deadlines outside these hours that are expected to be met. This position will be measured and managed based on agreed outcomes. Business corporate or business casual attire is required ensuring a professional image is represented to the market.

Authority to Act

This position operates within:

- Policies and procedures, guidelines, and codes of conduct
- The defined limits of delegated authority
- FDC values

Accepted and Approved

Employee

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| Name: | |
| Signature: | |
| Date: | |

Director

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| Name: | |
| Signature: | |
| Date: | |