

POSITION DESCRIPTION - Cadet Contracts Administrator

DEPARTMENT	Construction
ROLE	Cadet Contracts Administrator – Office and Site based
LOCATION	Sydney & South Coast, NSW
REPORTS TO	Project Manager & Construction Manager
DIRECT REPORTS	Nil
SALARY	As per Schedule 1 in Employment contract
TYPE	Casual

OVERVIEW

BY Group is a Supply Nation certified, Indigenous owned and managed national contracting business. Strong governance and leadership by respected Indigenous leaders ensure our commitment to community. Our best in class industry professionals assure quality outcomes for our clients. Our community and corporate partners are the best in their fields. We have a focus on growing our own indigenous talent.

Our Mission is to remain:

- Indigenous owned and managed
- Industry professionals
- Community focused
- Leaders in development of Indigenous talent

ROLE PURPOSE

The purpose of this role is assist the Construction Manager & Project Manager with providing administrative support to the construction delivery team and to manage the administration of contracts for BY Group's Construction projects.

The Cadet Contract Administrator may also be asked to assist the Site Manager with basic labouring tasks whilst gaining experience working on a job site.

The Cadet Contracts Administrator will plan and monitor the work performance of Subcontractors and employees to meet project timelines, quality, cost and performance standards.

The Cadet Contracts Administrator will be mentored by Senior Managers and more experienced staff and will work both in the office on various job sites to gain as much construction management experience as possible.

The Company may alter these requirements from time to time and any changes will be reflected in a revised Position Description.

GENERAL ROLE TASKS

KEY RESULT AREAS	AREAS OF LEARNING	PERFORMANCE MEASURES
1. Site	<ul style="list-style-type: none"> • Has the ability to read and interpret the construction plans • Assists in organizing Subcontractors and Suppliers • Is a 'process' thinker and does not just focus on the immediate task • Assists in keeping the site diary • Communication with colleagues, subcontractors & suppliers • Motivates others through a positive attitude • Maintain a clean well-presented site • Ensure perimeter fencing BY GROUP brand signage is displayed and maintained in a clean orderly manner throughout construction. • Looks after tools and equipment, packs tools away. Does not lose equipment. 	<ul style="list-style-type: none"> • Keeping site records, i.e. diary, site photos, • Clean Site • Onsite morale of BY GROUP employees and Subcontractors • Assists Site Foreman • Assists Site Manager • Assists Contracts Administrator • Assists Project Manager
KEY RESULT AREAS	AREAS OF LEARNING	PERFORMANCE MEASURES
2. Administration	<ul style="list-style-type: none"> • Understand the purpose of company systems such as Procore, Bluebeam Server and Outlook. • Understand Procore • Navigate Bluebeam, Watch Bluebeam Training Videos • Neatly mark-up plans on Bluebeam • Use Bluebeam function to Measure Floor Plans on Bluebeam • Use Bluebeam function to Measure Elevations on Bluebeam 	<ul style="list-style-type: none"> • Login and navigate through Procore • Neatly mark-up plans on Bluebeam • Use Bluebeam function to Measure Floor Plans on Bluebeam • Use Bluebeam function to Measure Elevations on Bluebeam

KEY RESULT AREAS	AREAS OF LEARNING	PERFORMANCE MEASURES
3. Relationships with BY Group Staff	<ul style="list-style-type: none"> • React promptly and professionally to requests from colleagues • Asks lots of questions • Arrives to work on time • Be reliable • Be helpful • Professional in manner, attitude and presentation 	<ul style="list-style-type: none"> • Feedback from colleagues
4. WHS	<ul style="list-style-type: none"> • Assists Site Manager in Maintaining WHS records and managing documentation • Conducting site-specific induction of subcontractors, specific work activity safety training and refresher training • Displaying and making site safety rules available to personnel on, and visitors to, the work site • Conduct labouring tasks when required on Site • Undertaking a first aid course provided by the company and if required assist in providing first aid 	<ul style="list-style-type: none"> • Assistance to Site Manager in maintaining Site Safety
5. Team Working	<ul style="list-style-type: none"> • Take direction from the Construction Manager, Project Manager or Site Manager • Work cooperatively with all team members to ensure best outcomes are achieved. • Attend Company events 	<ul style="list-style-type: none"> • Team contribution
6. Corporate Image & Presentation	<ul style="list-style-type: none"> • Uphold the BY Group corporate 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 	<ul style="list-style-type: none"> • Professionalism • Cooperation • Communications • Team Working

	<p>supporting efforts to develop improved work methods, communications and productivity</p> <ul style="list-style-type: none">• Participate in general site/office meetings to contribute in a positive way to current issues• Practice communication skills – i.e. writing and issuing emails.	
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KEY PERFORMANCE REQUIREMENTS

This position requires the following results to be achieved:

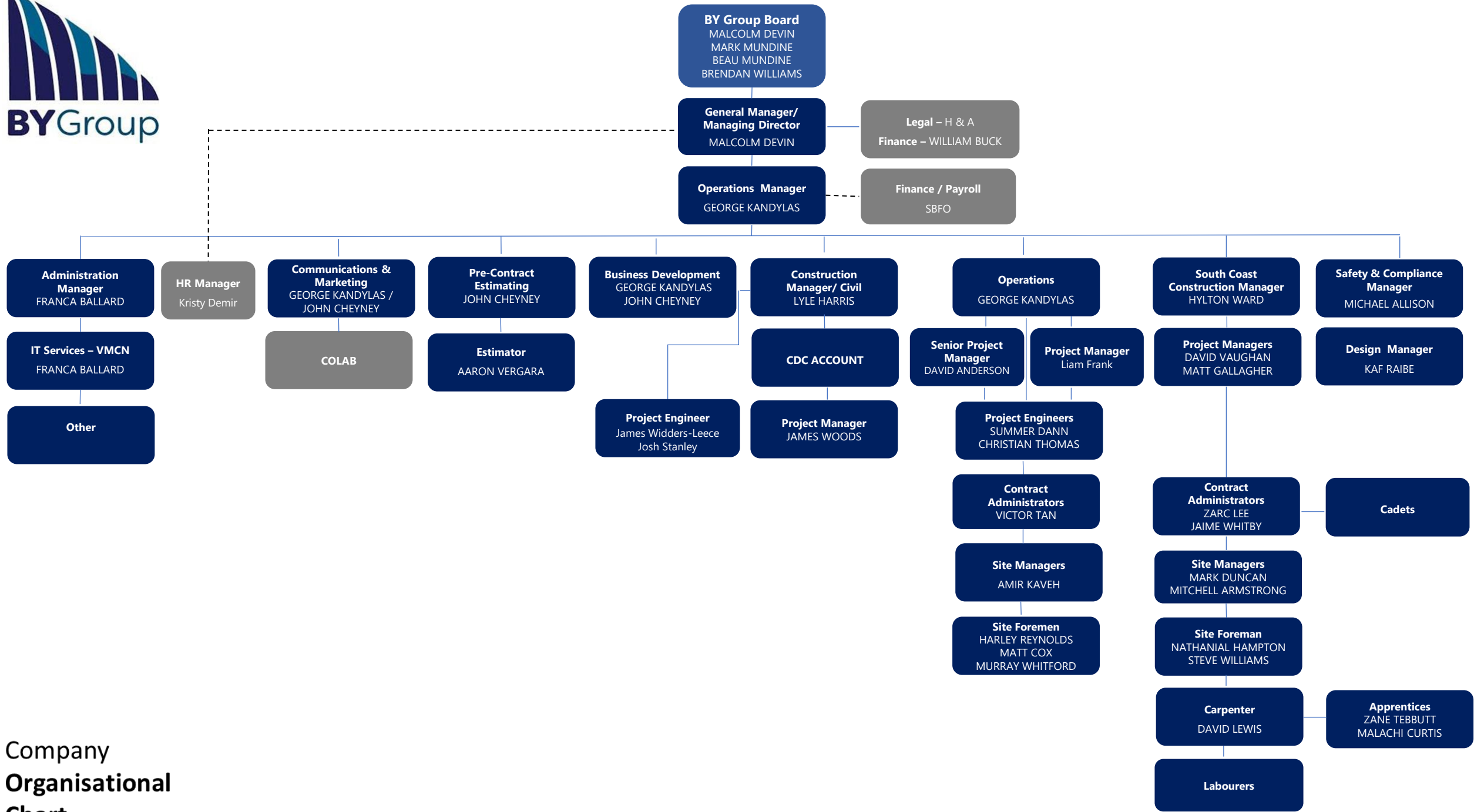
1. **Adhere to BY Group's company policies and deliver by our value-based behaviours**
2. Demonstrated ability to satisfy the performance requirements above
3. Be willing to learn from and engage with Senior Managers

SKILLS + EXPERIENCE REQUIREMENTS

- Ability to trouble shoot common issues that arise on job sites
- In-depth knowledge of construction procedures, equipment and WHS guidelines
- Ability to communicate and report effectively
- Problem-solving abilities
- Good physical condition and stamina
- Studying Construction Management Degree
- White card qualification
- Excellent reading and language comprehension
- Exceptional verbal communication skills
- Advanced computer skills
- Strong presentation skills both verbal and written



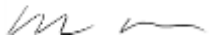
BY Group



Company
**Organisational
Chart**

Approved by General Manager:

Print Name: Malcolm Devin

Signed: 

Dated: 18th October 2022

Read, accepted & signed by Cadet Contracts Administrator:

Print Name: _____

Signed: _____

Dated: _____