

# POSITION DESCRIPTION – SENIOR PROJECT MANAGER (VIC)

## About Us

Established in 1966, Donald Cant Watts Corke (DCWC) has developed from a small consultancy in Melbourne into one of the country's largest privately owned Project Management and Quantity Surveying firms. With over 160 staff members across Australia and Fiji, we take pride in our commitment to quality. We are now excited to invite an experienced Senior Project Manager to join our growing team in Melbourne.

## Why DCWC?

Our projects are pivotal for career development, providing fast-paced professional growth and continual challenging experiences. At DCWC, we've built a reputation for excellence through a wide range of public and private projects across various sectors. As our portfolio in Victoria continues to grow, we are looking for an experienced Senior Project Manager to help us sustain this expansion.

## About The Role

We are seeking an experienced, knowledgeable, and competent Senior Project Manager with extensive project management experience to oversee our project pipeline across various sectors of the built environment industry. You will be assigned high-risk, challenging, or high-profile projects and are typically the “go-to” person for new project managers.

You are adept at tailoring an organisation's project management processes and approaches to suit the specific needs of each project. As a Senior Project Manager, you can anticipate problems and integrate risk treatments during project planning as a strategic measure.

Your role as a Senior Project Manager with us will be dynamic, varied, and demanding. Balancing autonomy with teamwork, you'll work closely with a team that advances our diverse project pipeline. The ideal candidate will possess practical experience across many facets of project management, along with demonstrated expertise in the following areas:

### Key Responsibilities/Accountabilities

- Technical Project Management Skills
  - Manages high-risk or complex projects.
  - Capable of overseeing multiple projects at the same time.
  - May lead multi-disciplinary project teams with intricate interfaces and varied commercial arrangements.
  - Focuses on all aspects of project delivery involving multiple interfaces.
  - Skills to manage complex stakeholder arrangements with divergent perspectives that require careful handling.
- Contract Administration
  - Makes decisions based on contract documentation.
  - Prepares assessments and certificates in line with the contract documentation.
- Knowledge and Experience
  - Has substantial construction and project management experience across all project stages and various sectors.
  - Can identify training needs and deliver on-the-job training.
  - Experienced with a range of procurement methods and contractual arrangements
- Leadership
  - May oversee other Project Managers.
- Business Development

- Build and maintain relationships with clients on projects.
- May be asked to provide technical input for tender proposals or attend tender interviews.
- May think like a businessperson.

## Key Attributes

A senior project manager would commonly demonstrate the following attributes:

- High-level business skills to identify cost, scope, and time issues, and develop an approach to ensure project delivery within the project constraints.
- Ability to support less experienced project managers.
- Demonstrated success in interpersonal communication skills and leadership.
- A significant track record of delivering high-risk, complex projects or multiple projects (often concurrently).
- Completed several professional development and training courses in Project Management.

## Professional Qualifications

To become a Senior Project Manager, an individual is expected to hold a tertiary qualification in Project Management, Construction, or Engineering-related disciplines; however, exceptions may be considered.

## Previous Experience

Before becoming a Senior Project Manager, a person must have gained experience as a Project Manager for enough time to demonstrate competence across all areas of practice.

## Career Pathway

Senior Project Managers who are proven performers in their sector(s) and demonstrate potential to enhance the DCWC Project Management Team's leadership and cultural standards may be promoted to Associate Project Manager and thereby join the PM Leadership Team.

## Remuneration

This is a permanent, salaried position based in Melbourne, offering a salary of \$135k-\$155k plus superannuation, depending on experience.

## What We Offer

We are passionate about expanding the horizons of our team and are committed to continuous improvement. Learn and maintain up-to-date knowledge of the technical aspects of your role, the industry and more.

- Diverse project experience
- Our flexible work arrangement policy helps our team maintain a healthy work-life balance.
- Focus on office and team culture.
- Customised professional development, training, and commitment to career growth, including mentoring by industry experts.
- Incentives based on performance.
- Competitive remuneration package.
- Office located in Melbourne CBD central.

## Employee Health and Wellbeing Programs

We work with various third-party providers to support our team with work and personal challenges. This includes our Employee Assistance Program, as well as team bonding, social, and well-being events held throughout the year.

## Industry and Membership Associations

DCWC partners with a range of industry associations catering to professional career growth, such as the [Property Council of Australia](#), [National Association of Women in Construction](#) and the [Australian Airport Association](#). We are also proud members of [Supply Nation](#) which demonstrates our commitment to Aboriginal and Torres Strait Islanders procurement practices.

We support a range of educational, medical research and low-socioeconomic programs through donations, scholarships and volunteering.

## Application Details

This is an exciting opportunity to join a dynamic team and leverage your expertise to deliver real results. As we grow our national business, we welcome your interest in joining us.

At DCWC, we are an equal opportunity employer and believe that diversity in our workforce encourages a variety of perspectives and innovation. Therefore, we encourage First Nations individuals, members of the LGBTQIA+ community, women, people of all ages, those with disabilities, and individuals from culturally and linguistically diverse backgrounds to apply.

For questions about the role, please email our team at [PMAAdmin.Mel@dcwc.com.au](mailto:PMAAdmin.Mel@dcwc.com.au). All enquiries will be handled with strict confidentiality.

To apply, please send your CV and cover letter via email with the subject line: 'Position Application – SPM Melbourne'. Applications close at 5:00pm (AEDT) on Wednesday, 24 December 2025. Only shortlisted candidates will be contacted.