

Role Description

Associate

Reports to	Managing Director, Director or other assigned person
Liaison	Other Directors, Associate Directors, Associates, Project Leaders, Discipline Leaders, Client and Design Team, Contractors and others as necessary to ensure coordination of resources and design
Function	Function, Develop and manage areas of the region in support of the agreed Strategy. Provide consulting services in support of the technical and commercial needs of the business.

Responsibilities

- Represent the company to a high professional standard at all times
- Contribute to the development of the business against strategic goals
- Contribute to growth and performance appraisal of direct reports
- Assist in analysing the financial and non-financial performance of the respective business unit
- Be cognisant of PI and insurance claims arising
- Cash collections and maintaining working capital days below agreed target
- High level, innovative and strategic contribution to projects
- Represent and promote the business with the local and regional markets
- Be active in representing the company through target industry organisations
- Ensure compliance with company procedures and policies for those areas of the business which you are responsible
- Participate upon request in office management/executive meetings and annual national strategic workshops as requested.

Authorities

- As delegated by the Director or their delegate

Person Specification

- Associate Diploma, Diploma, Degree or work based experience
- Understanding of building services beyond own discipline
- Ability to communicate, manage and supervise effectively
- Ability to manage finances and resources of the office

Expected Behaviors

- Demonstrate innovative work attributes, skills and enthusiasm across all disciplines.
- Demonstrate ability to work with a range of internal and external stake holders at state and national level
- Understand and promote the operational working of erbas™ at national level
- Ability to manage project teams, resources, and undertake mentoring activity for key staff members
- Demonstrate enthusiasm for continued professional development in the Company
- Participate in industry networking including company representation at seminars, conferences, networking events or forums.