

Job title	designHaus Project Manager
Location	Head office, Whanganui
Reports to	Jon Iliffe, Director

Role purpose

eHaus is a company dedicated to designing & building healthy, high performing, comfortable and affordable spaces. We are an innovative Company with the Head Office in Whanganui covering 16 regions in NZ covered with licensed eHaus builders. We are leaders in PassivHaus design & construction in NZ and have a reputation for providing healthy warm and energy efficient spaces to live, work and learn in.

The designHaus project manager will manage the designHaus to ensure successful planning, initiation, execution of designs and closure of the design phase of projects as well as monitoring the builds through to completion.

Duties and responsibilities

- Direct, manage & motivate the designHaus team
- Adhere to the eHaus design process time scale, making appropriate changes to enhance the process
- Manage overall project plan and detailed stage plans
- Understand and apply business case and risk management processes
- Understand and work under our Company policies and values
- Maintain a great relationship with all of the eHaus designers & licensees
- Manage resource information
- Assist with scheduling and planning meetings where appropriate to achieve deadlines
- Any other responsibilities as appropriate

Key Performance Indicators

- The design team will be a collaborative group who see themselves as one team of professionals who are passionate about eHaus
- Our designHaus resources will be increased to be able to satisfy our design targets as per the strategic plan
- There will be minimal delays on design targets
- RFI's will be dealt with swiftly and efficiently
- Annual targets will be met
- There will be no unhappy customers with service provided
- A set of six consentable plans will be produced for our Pacific range
- eHaus builders will be confident in the service provided by the designHaus.

Skills/Attributes

Skills/Attributes you will have include:

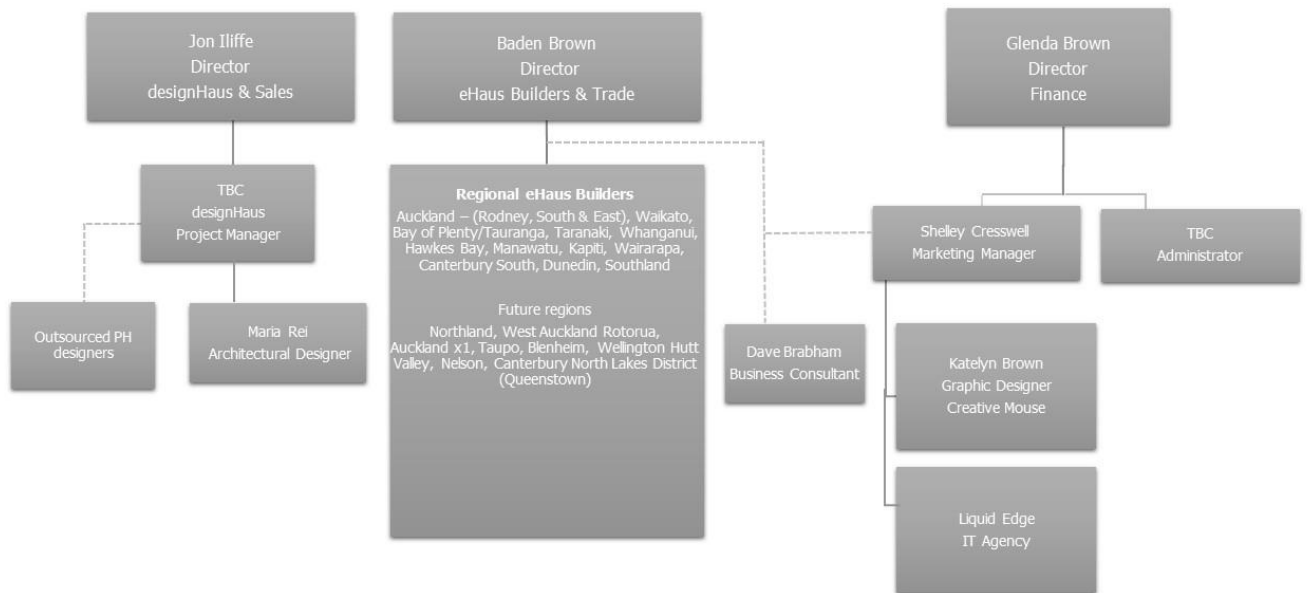
- Excellent communication and interpersonal skills
- Experience & proven leadership
- Proven people management skills
- Negotiation and conflict resolution
- High level of personal organization
- Proven risk management experience
- Prioritization and time management skills are essential
- Outstanding computer skills with knowledge of excel & CAD an advantage

Qualifications

Qualifications you will have include:

- Project Management experience
- Knowledge in the design/build experience
- Familiarity with the NZ design & build industry
- Passive House knowledge would be an advantage

Organisation Structure



Our eHaus Vision, Mission & Values:

VISION

We live PassivHaus!

MISSION

Leading the way in PassivHaus, Design, Architecture & Construction

COMPANY VALUES

- **Innovative** – Always keep ourselves a step ahead with PassivHaus principles; Look at the future through our customers eyes; We don't sit still, always lifting standards and improving quality; Find a way -improve, solve.
- **Authoritative** – NZ Leaders in PassivHaus intelligence and pitch in to educate others; Have the courage to challenge when things aren't right; Able to be trusted as being accurate and reliable. Do what we say we will.
- **Excellence** – We aim high and deliver exceptional results; Create a climate for others to succeed; Speak openly and honestly maintaining the highest ethical standards.
- **Co-operative** – We form lasting partnerships; We put safety first, for me and others; We respect our environment for future generations.

If this sounds like you, then please forward you CV & relevant references to info@ehaus.co.nz.
Applications close 22nd April 2019.