



# Steve Moncrieff



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## Professional Summary

With over 35 years of diverse professional experience, I have held management roles in law and construction, spent two decades in higher education providing academic and student support, and worked as a carpenter in two separate stints. My broad expertise spans from practical trades to academic environments, and business management demonstrating a versatile skill set that adapts seamlessly to dynamic sectors. This extensive background highlights my ability to function in multi-disciplinary fields.

## Skills

- Process and workflows
- Information management
- Leadership
- Risk management
- Teamwork & collaboration
- Problem-solving
- Judgement & sensibilities
- Goal orientated
- Reflective
- Competent management
- Project Management
- Verbal & written communication
- Business Management
- Strategic Planning
- Staff Management
- Business Development
- Business Administration

## Education

2023 – 2027

**Licensed Tradesman (Carpenter)** QBCC No. 153557421  
(re-qualified after being out of the trade for 23 years)

### **Bachelor of Education (Secondary)**

Industrial Technology & Design, CQU (ongoing)

2003 – 2005

### **Bachelor of Business (Marketing)**

QUT, Brisbane QLD (completed first year part-time)

## Work History

Nov 2018 – Dec 2023

### Owner / Operator (carpenter)

NORTH BRIS MAINTENANCE – Brisbane, QLD

- Specialising in residential repairs, maintenance and improvements on Brisbane Northside

Aug 2008 – Oct 2018

### University Scholarships Manager

Queensland University of Technology - Brisbane, QLD

- Responsible for the central management and coordination of the university scholarships, prizes, and bursaries program
- All facets of policy and compliance, award, business workflows, managed distributed model of responsible officers
- Annual allocation of 4-6 million AUD worth of academic scholarship awards
- Annual recruitment of academic scholars, elite athletes, women in engineering etc
- [Transition scholars](#) from high school to university

Jan 2008 – Jun 2008

### State Sale Manager – Employer of Choice (EOC)

Queensland University of Technology - Brisbane, QLD

- Managed Queensland sales team
- Coordinated exhibitor floor plans and display logistics for National Career Expo
- Oversaw operations including financials, budget targets, client, and account management functions.
- Analyzed competitor activities to identify opportunities for differentiation and capitalize on market gaps
- Utilised data-driven insights from CRM systems to guide decision-making processes around pricing, target markets, and sales strategies.

● **General Manager**

Sawford Voll Lawyers - Brisbane, QLD

- Supervised team of 30 office personnel.
- Responsible for overseeing daily operations including daily financials and operating trust obligations
- Coordination of workforce (including succession planning) of the solicitors, paralegals, personal assistants, senior and junior administrative staff, professional practice students
- Coordinate daily lodgings of court proceedings, including submissions to Magistrate and Federal Court and governing tribunals and commissions
- Evaluated practice workflows regularly to identify areas for improvement and implement necessary changes efficiently
- Oversaw the hiring process for new employees, selecting candidates aligned with the practice's mission and values
- Managed budgets, financial forecasts, and resource allocation to ensure achievement of organisational goals
- Established a culture of continuous improvement by identifying opportunities for enhancement in operations, systems, and procedures
- Developed high-performing teams through effective coaching, mentoring, and performance management strategies

## General Manager

Baycoast Builders (now [Build Prestige Homes](#)) - Brisbane, QLD

- Multiple and concurrent project management of domestic home constructions requiring workflow coordination of contract labour, executing contract agreements with suppliers and sub-contractors, ensuring quality output and expectations, responsible for contractor progress payment drawings, oversight of quality assurance processes, human resources
- Managed multiple project budgets concurrently
- Managed a diverse team of professionals applicable to building and construction
- Developed and implemented strategies to increase sales and profitability
- Cultivated strong relationships with clients, vendors, and partners
- Monitored operational financial performance, set budgets and controlled expenses to provide ensure stability
- Managed budget development, forecasting, and financial reporting processes to track progress towards practical completion and handovers.
- Formulated policies and procedures to streamline operations
- Implemented effective cost-saving measures to reduce overhead expenses without compromising quality or service (materials and contractors)
- Managed budget implementations, employee evaluations, and contract details
- Maintain compliance with industry regulations.

Jan 2001 – Dec 2005 ●

**Academic Support Officer**

Queensland University of Technology - Brisbane, QLD

Feb 1997 – Jan 2001 ●

**Administration Officer**

Queensland University of Technology - Brisbane, QLD

Oct 1995 – Feb 1997 ●

**Faculty Services Officer** (entry-level position)

Queensland University of Technology - Brisbane, QLD

Jan 1993 – July 1995 ●

**Sub-contracting carpenter (new home builds)**

Self-employed - Brisbane, QLD

- Completed installations of building structures, trim, flooring, and cabinetry
- Demonstrated versatility in carpentry techniques, working proficiently with hand and power tools to achieve desired results
- Specialized in specific carpentry tasks such as framing, finish work, or restoration projects to provide clients with tailored services and high-quality results
- Demonstrated close attention to detail to verify quality and accuracy of work
- Followed established job site safety regulations and maintained safe and clean work area

Jan 1989 – Dec 1992 ●

**Apprentice carpenter**

Various - Brisbane, QLD

- Developed carpentry skills through hands-on experience under the guidance of experienced mentors.
- Specialised in new residential builds

## Interests

### ● **Musician (guitar/bass)**

- Think middle-aged man who still thinks he can quit his day job and become a musician despite currently playing in garage bands with members his own age who continuously talk about their super balances more than playing music.

### **Sports (AFL / NRL / anything where grown men chase a ball)**

- Think middle-aged man who still thinks he can quit his day job and become a professional sportsman despite suffering various joint ailments and limited natural talent. Always have music to fall back on!
- Retired [hang glider pilot](#) who had to give it up due to an imbalance condition. I'm not too upset about this one, it's bloody high up there!

## References

● Available upon request