

Position details

Title of Position:	Project Manager
Reports to:	Manager Contracted Delivery
Division:	Delivery
Function:	Contracted Delivery
Number of Direct Reports:	Nil
Grade:	7

Health, Safety & Wellbeing

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety-First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety and security instructions, by using all equipment provided in accordance with safe and secure work methods and by promptly reporting any unsafe working practices, hazardous working conditions or security threats.

Position Overview

Project Managers oversee the delivery of multiple projects in parallel by proactively managing project risks, costs and schedule, governance, resources and stakeholders to ensure successful project completion and hand over. They have a strong understand of project management systems and methodologies and can apply these to projects with varying degrees of complexity.

Success in this role is characterised by strong leadership and an ability to build relationships across broad stakeholder groups to influence outcomes and ensure deliverables are achieved.

Key Responsibilities**People Leadership**

- Guide the project team to achieve its deliverables by providing clear direction, setting challenging and meaningful goals and behavioural expectations and empowering team members to succeed
- Provide ongoing, balanced feedback that rewards positive results and supports employees to learn and grow
- Embrace change and lead teams through the change management process to ensure its success
- Inspire, motivate, mentor and develop employees to be engaged, accountable and achieve best-practice in their respective disciplines

Operational & Technical

Operating with minimal supervision and working independently, you will be accountable for delivering technical advice and operational support in:

Proactively managing project planning and controls:

- In collaboration with management, define resource requirements and effectively procure, mobilise, manage and lead the team to achieve project deliverables and manage defects post practical completion
- Effectively manage resourced project schedules for design, construction and commissioning activities, implementing contingencies where required
- Review contractor schedules and ensure timely provision of drawings/documentation and free issue equipment, working collaboratively to resolve and mitigate potential risks
- Establish project budgets, control costs and negotiate variations to maximise revenue
- Ensure compliance with health, safety, environment, cultural heritage, project methodology and legislative requirements, proactively seeking opportunities for improvement
- Identify and mitigate project and business risk to maximise opportunities for all stakeholders

Contributing to contract management:

- Negotiate, implement and review contracts with clients, subcontractors and vendors to achieve optimal outcomes
- Ensure compliance with relevant policies and processes, using experts in the business as appropriate
- Communicate the implications of variations and/or change requests with stakeholders
- Define plant, material and service requirements across the project and effectively manage relationships with suppliers to ensure quality and timely delivery
- Proactively contribute to project and contract management by travelling to site to ensure compliance with ElectraNet systems and standards by undertaking safety observations, conducting progress meetings and surveillance of construction progress as a means of validating progress claims

Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour that is consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Promote safe work practises that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

Significant Working Relationships

- ElectraNet Design Managers
- ElectraNet Project Sponsors
- ElectraNet Business Development
- ElectraNet Contract Administrators and Procurement Specialists
- External Customers and Suppliers
- SA Power Networks (SAPN)
- Australian Energy Market Operator (AEMO)

Equipment & Technology Used

- Microsoft Project
- Microsoft Office Suite

Selection Criteria**Knowledge & Experience****Essential**

- Application and understanding of project management methodologies, tools and principals such as PMBOK, WBS, critical path and earned value management (EVM)
- A detailed understanding of health, safety, environment, development approval, land procurement, cultural heritage and sustainability throughout the project lifecycle
- A strong awareness and experience managing risk management processes
- A strong awareness and experience across contract management practises
- Strong written and verbal communication skills, including negotiation and conflict resolution
- Excellent interpersonal skills, ability to work as an effective team member and provide project leadership
- Strong time management and coordination skills, including problem-solving skills
- Capable of working under pressure to meet deadlines; acting decisively to make informed decisions
- Desire and ability to acquire technical and business knowledge and skills
- Flexible approach to working hours and after-hours commitments
- Willingness to undertake other duties commensurate with your skills and role requirements
- South Australian Car Driver's Licence (or eligibility to obtain one if international candidate)

Desirable

- 5 years' experience in project management or similar
- Experience in high voltage or electrical engineering
- Developing knowledge of a transmission network and the legislation governing the industry (National Electricity Rules, ESCOSA, Rules, AEMO Guidelines)

Qualifications

- Tertiary qualification in Engineering, Business or related discipline (essential)
- Eligible for membership with Australian Institute of Project Management (essential)
- Valid Australian Car Driver's Licence (or eligibility to obtain one) (desirable/essential)

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.