

Position details

Title of Position:	Refurbishment & Maintenance Project Manager
Reports to (position title):	Manager Maintenance
Division:	Assets
Function:	Maintenance Lines & Cables
Number of Direct Reports:	0
Grade:	7

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

Refurbishment & Maintenance Project Managers oversee the successful 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 are required to implement appropriate delivery strategies to align maintenance work with refurbishment projects to optimise business value. Through demonstrably commercial and rigorous contract management and administration, as well as a strong understanding of project management systems and methodologies, they are to oversee the implementation of appropriate delivery strategies with the ability to apply these to programs with varying degrees of complexity. Using commercial knowledge strict governance of maintenance contracts and subsequent claims is a crucial element of this position.

This position is also responsible for implementing initiatives related to productivity and efficiency improvements.

Success in this role is characterised by strong leadership, pragmatic and holistic thinking, and an ability to build relationships across broad stakeholder groups to influence outcomes to ensure deliverables are achieved and successful program delivery.

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
- Inspire, motivate, mentor and develop employees to be engaged, accountable and achieve best-practice in their respective disciplines
- Take initiative, drive for outcomes, take ownership, make independent decisions, and formulate policies and procedures within established frameworks to obtain the best performance and results.
- Embrace change and lead teams through the change management process to ensure its success.
- Support external stakeholder management to deliver effective engagement with consumers and other stakeholders and support the regulatory positioning of the business.

Operational & Technical

Capable of working for extended periods under minimal supervision, you will be accountable for contributing advice and operational support for the:

Successful delivery of maintenance and refurbishment programs, including planning and controls, by managing:

- Budgets for routine and corrective maintenance and package works
- Timely and cost-effective delivery of allocated maintenance programs to established business standards, risk profiles, quality, timeframes, and budgets. Specific tasks may include:
 - collaboration with management to define resource requirements and effectively procure, mobilise, manage and lead project teams to achieve project deliverables
 - 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
 - short term delivery planning (< 6 months), budgeting, status reporting and monthly forecasting
 - providing support to the ElectraNet Maintenance Planners to develop medium to long term (> 6 months) maintenance plans
 - participation in buying teams as required for new contracts
 - integration of the various maintenance contracts and refurbishment projects to optimise program delivery
 - Analyse/interpret data to aid contract and asset management decision making
 - contractor performance management
 - payment approvals
 - ensuring all maintenance costs are assigned to specific assets

- support optimised outage planning
- ensuring business resources are applied optimally to program tasks
- assisting in the management of the spare parts required for optimum maintenance delivery
- manage the timely provision of technical drawings/documentation together with the timely receipt and storage of test records, documentation, and data systems
- manage the identification of Self Insurance events and liaise with Governance and Facilities to ensure costs are appropriately assigned to the Self Insurance budget allowance

Proactively 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
- Continuous governance of contracts and vigorous claim and variation reviews to ensure effective contract administration
- 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

Proactive management of asset risk by:

- Understanding and managing short term asset and network risk
- Proactively managing Routine Maintenance tasks with a view to consistently achieving zero overdue tasks measured against the due date
- Proactively managing High Risk Defects (O,Z,S & E) with a view to consistently achieving zero overdue tasks measured against risk
- Participating in the Hazard Review Committee as required

Deliver productivity and efficiency improvements by contributing to:

- Identification and development of productivity and efficiency improvements across all maintenance programs, partnering with contractors to achieve mutually beneficial business outcomes
- Desktop and field audits on all maintenance activities including:
 - contractors' management systems, work practices and project deliverables,
 - onsite surveillance of contractor performance to ensure compliance and performing onsite observations as necessary
- The resolution of all non-conformances
- Optimisation in the delivery of maintenance specific activities, ensuring value for money is achieved, via
 - packaged works management
 - capitalisation of works, in compliance with capitalisation policies and guidelines, specifically Emergency Unit Asset Replacement work
 - integration of maintenance activities with capital program activities
 - Identify and correct inappropriate use of the maintenance budget

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 Asset Management
- 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

- SAP
- Microsoft Project
- Microsoft Office Suite

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

- Experience and skills to effectively manage and deliver programs of work to agreed quality standards, within budget and schedule constraints preferably in a field related to electricity infrastructure
- Demonstrated ability operating in a contracting environment, monitoring contractor performance and leading initiatives to improve contract "value for money" outcomes
- 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
- Well-developed analytical, investigation and problem-solving skills
- 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
- Demonstrable ability to work as a team member and actively promote office harmony
- 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, Project Management, or relevant experience.
- Eligible for membership with Australian Institute of Project Management (essential)
- TAAM licence (desirable)
- White Card training (desirable)

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.