

Position details

Title of Position:	Associate Project Manager – Contracted Project Development
Reports to (position title):	Manager Contracted Development
Division:	Delivery
Function:	Contracted Delivery
Number of Direct Reports:	Nil
Grade:	6

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

Associate Project Managers contribute to the developing ElectraNet's contracted (unregulated) projects to the development phase (TCA – Transmission Connection Agreement unconditional), supporting the business revenue targets and growth objectives.

The Associate Project Managers contribute to the delivery of projects development by undertaking tasks to monitor and manage project risks, costs and schedule, resources, internal stakeholders and provide handover to the project delivery phase. They understand project management systems and methodologies and can apply these to projects with a low to moderate risk and complexity profile, with support from a Project Development Manager and Manager Contracted Development.

Success in this role is characterised by the desire and ability to acquire and apply project management knowledge and capabilities, facilitate discussions to find solutions and proactively contribute to the achievement of project deliverables.

Key Responsibilities**People Leadership**

- Proactively communicate with project teams to ensure they have clear direction and the necessary information to operate effectively.

- Monitor the achievement of project goals and proactively address any areas of concern in a constructive and supportive manner.
- 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 and motivate employees to be engaged, accountable and achieve best-practice in their respective disciplines

Operational & Technical

With the support / general supervision of an experienced Project Manager, you will be accountable for providing basic technical advice and operational support in:

Effective engagement with key stakeholders:

- Develop understanding of ElectraNet's capability to market to clients, government representatives, internal and external stakeholders oversee by Manager Contracted Development.
- Maintaining highly effective internal relationships that ensure effective collaboration and support towards shared goals.
- Contribute to the preparation and delivery of all reporting in-line with upstream and downstream agreements.
- Under the direction of the Project Development Manager and the Manager of Contracted Development, contribute to the creation of innovative solutions and strategies that address customer needs and foster business growth and success.
- Address time, cost, quality, or procurement issues efficiently by collaborating with relevant stakeholders, supported by the Project Development Manager and Contracted Development Manager.
- Collaborate with the Procurement Contract Manager to identify commercial risks early, develop mitigation strategies, and influence stakeholders toward business objectives.
- Develop a broad understanding of stakeholder challenges and priorities.
- Collaborate effectively with the broader team to ensure the sharing of knowledge to support business outcomes.

Championing development phase success:

Take responsibility for all development requirements for low to medium complexity projects, from concept to contract execution. This includes connection applications, approvals, scope development, plant procurement, contractor negotiations, and offer development.

- Developing connection opportunities with low to medium complexity into build, own, operate and maintain (BOOM) business opportunities of increasing scope, risk and complexity in South Australia, aligned with ElectraNet's business plan to provide energy and infrastructure solutions.
- Oversee the approval process for development projects, including FIRB, environmental, and cultural heritage approvals, as well as negotiations with clients, ensuring all documentation is prepared in accordance with established processes and templates.
- Complying with the ElectraNet contracted delivery governance process and ensuring adherence to board approval requirements.
- Use their strong understanding of market trends, external drivers and regulatory requirements to support decision making and recommendations.

- Manage low to medium complexity contractual agreements and negotiations with clients, preparing these in accordance with existing processes/templates working closely with Procurement Contract Manager.
- Prepare and present gate packages at key project stages detailing the commercial position of the project.
- Prepare high quality materials for potential customers, such as presentations and offer documentation.
- Drive outcomes that meet the customers' needs, without compromising ElectraNet's position.
- Ensure ElectraNet meets its contractual obligations for each customer, monitoring the customers' obligations and proactively seeking guidance/taking action if issues are identified.

Contributing to project planning and controls:

- Identify and mitigate project and business risk, maximising opportunities for all stakeholders
- Allocate deliverables and activities to resources and monitor their completion
- Monitor and report on project schedules, using WBS and critical path
- Monitor and manage project costs, capturing changes through variations
- Monitor compliance with health, safety, environment, cultural heritage and legislative requirements
- Awareness of risk management processes and the ability to apply these under the guidance

Contributing to contract management:

- Support the development and negotiation of minor works contracts, consultancy agreements and variations with standard contract conditions
- Communicate the implications of small variations and/or change requests with stakeholders
- Liaise with suppliers to confirm and monitor procurement of plant, materials or services
- Manage defects post practical completion
- 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

Contributing to stakeholder engagement:

- Displays professional communication skills to maintain good working relationships with both internal stakeholders and external stakeholders including AEMO and contracted clients.
- Demonstrates a solid understanding of project delivery processes, specifically the identification and management of stakeholders.
- Uses their communication skills to ensure team members have the necessary information to operate effectively. Is open, honest and transparent, creating a culture of trust and collaboration.

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 Project Engineering Managers (formerly Design Managers)
- ElectraNet Project Sponsors
- ElectraNet Business Development Managers
- ElectraNet Contract Administrators and Procurement Specialists
- External 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)
- An understanding of health, safety, environment, cultural heritage and sustainability throughout the project lifecycle
- An awareness of risk management processes
- An awareness of 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
- 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

- 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 (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.