

Position details

Title of Position:	Project Controller
Reports to (position title):	Manager Project Controls
Division:	Delivery
Function:	Project Controls
Number of Direct Reports:	Nil
Grade:	5

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

The Project Controller is responsible for providing cost and schedule controls support for a range of capital works and maintenance programs to support the successful delivery of projects across the organisation.

Success in this role is characterised by the ability to effectively plan, track and analysis project costs and schedules, providing strategic advice that enables successful project delivery and helps develop the capabilities of broader team.

Key Responsibilities**Operational & Technical**

Capable of working for extended periods under general supervision, you will be accountable in contributing to technical advice and operational support in:

- Schedule all activities associated with assigned projects to produce an integrated critical path schedule, update as required, analyse and report potential issues/problem areas
- Develop time-phased project budgets based on the schedule and resource inputs
- Ensure alignment of the Work Breakdown Structure (WBS) between key ElectraNet systems (SAP and MS Project Professional)
- Co-ordinate and document the scope breakdown into an appropriate WBS
- Support the information gathering and reporting, including regular project cost and schedule variance reports
- Responsible for accurately reflecting the project schedule, forecast costs and cash-flow and status in ElectraNet's planning tool (MS Project Professional)
- Manage the development, maintenance and reporting of the Earned Value for capital projects

- Assist the Project Manager to identify and plan for contingencies and anticipating variations in projects
- Under supervision, predict future project performance based on historical data
- Analyse data required to support project change requests, such as impact of scope changes, variance analysis, estimates to complete, etc.
- Assist the contract administrators with maintenance-portfolio-wide commercial performance analysis; anticipating and advising of future budget compliance risks; assisting with the compilation of the annual maintenance budget
- o Assist in the preparation of Contract Breakdown Structures (CBS) and schedules for tender documentation, contract progress payment management and asset costing for capitalization
- Participate in project audits
- Assist in project closeout activities including the project asset capitalisation
- Develop and modify guidelines, processes and systems to lead the way of best practice

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 Leaders and Employees
- ElectraNet Finance
- ElectraNet Delivery

Equipment & Technology Used

- Microsoft Project Professional
- SAP
- Microsoft Dynamics 365 Project Services Automation (PSA)
- Microsoft SharePoint
- Microsoft Power BI
- Microsoft Excel

Selection Criteria

Knowledge & Experience

Essential

- Experience in a similar role in a project environment (e.g. project administration)
- Knowledge of project controls processes for engineering infrastructure projects

- Strong analytical, investigation and problem solving skills
- Ability to establish strong relationships at all levels and collaborate across teams
- Ability to genuinely add value to the business by providing timely and sound technical advice following considered analysis
- Ability to maintain a high degree of confidentiality, work independently, and investigate project issues
- Well-developed communication skills, highly service and solution oriented
- Capable of working under pressure to meet project deadlines;
- Developed SAP financial and Microsoft Project management systems skills
- Sound ability to use the Microsoft Office suite of products
- Demonstrable ability to work as a team member and actively promote office harmony
- Flexible approach to working hours and after-hours commitments

Desirable

- Minimum 3 years' experience, in related role
- Electricity Industry background an advantage

Qualifications

- Certificate in Project Management (desirable)
- South Australian Car Drivers Licence (or eligible to obtain one if international)

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.