

Position details

Title of Position:	Project Manager – Contracted Development
Reports to:	Manager Contracted Development
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

The Contracted Delivery Team is responsible for developing and delivering ElectraNet's contracted (unregulated) projects, supporting the business revenue targets and growth objectives.

Project Managers oversee the development and 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 understanding 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, excellent customer delivery focus and an ability to build relationships across broad stakeholder groups to influence outcomes and ensure deliverables are achieved.

The Project Manager will be expected to work across one of, or both the delivery and development phases, as business requirements dictate.

Key Responsibilities**People Leadership**

- Engage, influence and inspire all stakeholders (internal and external) in the achievement of common goals by providing a constructive, collaborative and solutions focused approach to challenges
- 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

Effective engagement with key stakeholders:

- Market ElectraNet's capability to clients, government representatives, internal and external stakeholders.
- Maintaining highly effective internal relationships that ensure effective collaboration and support towards shared goals.
- Preparation and delivery of all reporting in-line with upstream and downstream agreements.
- Influencing the development of creative solutions and new approaches to customer requirements that support business growth and success.
- Effectively pre-empt, negotiate or resolve challenges relating to time/cost/quality/procurement by engaging and collaborating effectively with the right stakeholders.
- Proactively identifying commercial impacts and working on mitigation strategies, influencing stakeholders to achieve desired outcomes for the business.
- 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:

- Be accountable for the full project development requirements from concept through to contract execution for the delivery phase – including Connection Applications, approvals, scope development, plant procurement, contractor negotiations and offer development.
- Developing connection opportunities and build, own, operate and maintain (BOOM) business opportunities and other services (telecommunications, consulting) 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 contractual agreements and negotiations with clients, preparing these in accordance with existing processes/templates.
- 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.

Championing delivery phase success:

- Be accountable for the full delivery of the Capital projects following contract execution with the clients.
- Successfully deliver the project in compliance with ElectraNet's Project Management Methodology across cost, safety, schedule and quality.
- Develop and deliver on custom delivery strategies to suit customer funding, schedule and commercial structure.
- Ensuring development approval, FIRB, environmental, and cultural heritage requirements are adhered to by both internal and external stakeholders during the delivery phase
- Successfully handing over the asset, including all documentation, to the relevant internal business departments.
- Handing over all ongoing contract requirements post-delivery to the connected customer team.

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

- External Customers and Suppliers
- ElectraNet Project Engineering Managers
- ElectraNet Project Sponsors
- ElectraNet Corporate Development
- ElectraNet Contract and Procurement Specialists and Legal
- ElectraNet Network and Assets Divisions
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- 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.