

## POSITION DESCRIPTION

POSITION DETAILS	
<b>Position Title:</b> Project Manager	<b>Business:</b> Asset Services
<b>Reports to:</b> General Manager, Asset Services	<b>Location:</b> Hobart
<b>Reports to (Secondary):</b> Nil	<b>Review Period:</b> 6 months
<b>Direct Reports:</b> Nil	
STORNOWAY VISION	
To help our customers draw long-term value from their assets	
STORNOWAY VALUES	
At Stornoway we will: respect each other, work together, look after our customers, stay safe, be honest, be creative, and enjoy ourselves at work	
PRIMARY OBJECTIVE	
The Project Manager is critical senior role within Asset Services. This key role has the accountability for delivering projects for Stornoway, ensuring .	
KEY RELATIONSHIPS AND INTERACTIONS	WORKING ARRANGEMENTS
<p><b>Internal:</b>            General Manager Asset Services            Estimating and Project Management team            Engineering team            Operations staff</p> <p><b>External:</b>            Clients            Customers            Suppliers            State and Local Authorities            Industry groups</p>	Permanent Full Time Smoke Free Working Environment Drug and Alcohol Free Workplace Discrimination and Harassment Free Workplace
SKILLS AND COMPETENCY REQUIREMENTS	QUALIFICATIONS AND EXPERIENCE REQUIREMENTS
<p>The Project Manager should demonstrate a high level of competence in all of the following: Behave Ethically: Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of Stornoway.</p> <ul style="list-style-type: none"> <li>➤ Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.</li> <li>➤ Creativity/Innovation: Develop new and unique ways to improve existing practices and to create new opportunities.</li> </ul>	High level of technical competency in project management Recognised project management or civil engineering qualification 5 plus years of project management experience Experience in managing relationships Robust risk management skills Excellent financial management Strong and passionate safety practitioner Business development experience Experience in leading and motivating diverse and task oriented teams Professional excellence in compilation and presentation of tenders and reports.

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<ul style="list-style-type: none"> <li>➤ Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance Stornoway’s effectiveness to deliver projects.</li> <li>➤ Lead: Positively influence others to achieve results that are in the best interest of our customers and Stornoway.</li> <li>➤ Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of our customers and Stornoway.</li> <li>➤ Organise: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.</li> <li>➤ Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.</li> </ul>	
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<b>KEY ACCOUNTABILITIES</b>		
<b>RESPONSIBILITIES</b>	<b>KEY ACTIVITIES</b>	<b>PERFORMANCE MEASURES</b>

rethinking tomorrow.

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<p>Business development.</p>	<ul style="list-style-type: none"> <li>• Take a lead role in tendering for new opportunities.</li> <li>• Develop and implement a team approach to assist in achieving tender requirements.</li> <li>• Develop proposals for new opportunities with existing customers.</li> <li>• Assist with the development of Business cases.</li> <li>• Assist with quoting and cost estimations.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of tender documentation.</li> <li>• Tenders awarded.</li> <li>• Learning, addressing and documenting failings.</li> <li>• Achieving success with presented proposals</li> <li>• Peer reviews</li> </ul>
<p>Project Management.</p>	<ul style="list-style-type: none"> <li>• Manage projects of critical importance to Stornoway Asset Services Development, establishment, monitoring and tracking of project planning, execution, control and close as well as ensuring synergies across multiple projects, where practicable, through the use of best practice tools, processes and practices.</li> <li>• Fully implement the recognised principles of project management and define, detail, manage and review through project plans.</li> <li>• Ensure project resources, both personnel and financial, are effectively managed to foster initiative, promote teamwork, and achieve project objectives within established timeframes and meeting project plan requirements.</li> <li>• Manage the day to day operational and tactical aspects of single or multiple, small and large scale projects, and review and deliver high level deliverables across these projects.</li> <li>• Ensure high level engagement with stakeholders, including Stornoway and Customer meetings, so that project linkages and dependencies are widely known and to ensure understanding and commitment across the projects.</li> <li>• Provide information, including sensitive information, and high level advice to the Engineering Manager, General Manager and other key personnel to enable fully informed and timely decision-making.</li> <li>• Effectively minimise and manage Stornoway’s exposure to risk across designated projects, and implement effective safety, quality and environmental assurance controls.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality delivery of Projects on time, in budget and in accordance with contractual requirements</li> <li>• Audits measured against AS4801 (Safety), ISO9001 (Quality) and ISO14001 (Environment).</li> <li>• Benefits realisation (Customer).</li> <li>• Benefits realisation (Stornoway).</li> <li>• Customer feedback.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Implement reviews and processes to ensure the successful execution of projects.</li> <li>• Contribute to setting expectations regarding benefits realisation projections for each project, and manage to achieve benefits realisation goals set.(Customer and Stornoway)</li> </ul>	
<p>Financial Management</p>	<ul style="list-style-type: none"> <li>• Establish project budget , project forecasting and cost controls.</li> <li>• Establish protocols with Finance management to establish synergies between budget, forecast and cashflow.</li> <li>• Implement sound project cost tracking and management systems.</li> <li>• Implement earned value tracking.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve and/or improve project margin.</li> <li>• Benefits realisation (Stornoway)</li> </ul>

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<b>OCCUPATIONAL HEALTH AND SAFETY</b>
<p>Whilst at work the employee will:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for his/her own health and safety and for the health and safety of other people, including people working under his/her supervision or direction who may be affected by his/her acts or omissions at the workplace.</li> <li>• Build a safety focused organisational culture.</li> <li>• Utilise systems that recognise a commitment to safety.</li> <li>• Work within Policies, Procedures and Guidelines and contribute to the continuous improvement of these systems</li> <li>• Ensure ongoing organisation-wide communication of safety performance.</li> <li>• Ensure thorough investigation of all safety incidents and near misses to drive organisational learning and improvement</li> </ul>
<b>KEY PERFORMANCE INDICATOR's (KPI's)</b>
<ol style="list-style-type: none"> <li>1. Deliver proactive project leadership, guidance and support.</li> <li>2. Achieve customer satisfaction through excellence in project management and ensure proactive issues response &amp; management measured through customer feedback surveys.</li> <li>3. Effective and expedient mobilisation of resources and equipment to meet all project requirements.</li> <li>4. Professional delivery of projects – on time, in budget and in accordance with contractual requirements Actively participate in ensuring that Stornoway Asset services meets or exceeds budgeted financial performance in the delivery of projects.</li> </ol>

**Position requirements accepted by:**..... **Date:**.....

**Manager:**..... **Date:**.....