

Project Manager

Group	Infrastructure and Technology
Department	Enterprise Project Delivery
Job Family	Project Manager
Classification	Band 8
Approved by	Manager Enterprise Project Delivery
Date	October 2021
Position Purpose	This position will manage projects to ensure they are delivered safely, to a high quality standard, with minimised impact to the environment and within agreed timeframes and budgets.

Organisation context

Recognising the challenges of climate change, population growth, rapid technological advancement and economic transition, we are shifting our mindset from water utility to being a leader of the region’s prosperity.

Our vision for regional prosperity not only encompasses economic, social, and environmental elements, but also recreational and cultural elements, including enhancing Aboriginal values.



Infrastructure & Technology

The purpose of the Infrastructure and Technology Group is to deliver outstanding value to our customers and community. We will achieve this by delivering high quality, affordable, and reliable water services.

Enterprise Project Delivery

The purpose of Enterprise Project Delivery Department is to ensure all Barwon Water capital and developer funded infrastructure and associated services, property realisation projects, land development activity and technology project delivery is managed through an efficient and agile framework of high-performing teams, processes and systems to support the organisation’s vision of regional prosperity.

Organisational relationships

Reports to	Enterprise Project Delivery Coordinator
Directly supervises	N/A

Accountabilities

Project Delivery

- Develop detailed and accurate budgets for each phase of the project lifecycle.
- Responsible for project planning each project phase, clearly defining scope, goals and inputs required from stakeholders.
- Develop and maintain agreed milestones.
- Collaborate with Operations to ensure scope definition and construction phase of projects.
- Ensure all necessary SQE management plans and documentation are in place throughout the project.
- Ensure commissioning plans are developed and implemented for projects.
- Contribute to close out reviews for projects.
- Ensure defects are promptly rectified.
- Ensure 'as constructed' information is gathered throughout the construction phase of projects and that O&M Manuals, training and asset information is promptly delivered.
- Develop and achieve accurate annual and monthly project forecasts for assigned projects.
- Understand and assist in the successful delivery of Department Plan Actions.
- Build relationships with other departments and relevant external agencies.
- Exhibit and promote Barwon Water Values.

Contract Management

- Manage and administer contracts including contract claims, payment claims, variation and EOT's.
- Actively focus on continuous improvement principles, including streamlining and standardising project management and contract administration processes.
- Develop, maintain, and monitor contract management information, documentation, procedures, data, and records.
- Lead the tender, evaluation and award process for projects, including all contract documents are developed and in place.
- Understand and comply with Barwon Water's corporate policies, procedures and processes.

Reporting and budgeting

- Assist with contract reporting and audit obligations.
- Ensure procurement plans adhere to Barwon Water procurement policies and are tailored to project needs.
- Implement, monitor and be accountable for the ongoing financial performance of projects against approved budgets, ensuring all projects are delivered to an acceptable standard, on time and within the approved budget.

Optimise health, safety, wellbeing, environmental and quality performance

Barwon Water is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Promote and demonstrate Barwon Water's high standards in relation to health, safety, environment and quality, championing a culture of safety on projects.
- Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours.
- Proactively engage in project inspections, audits and identifying opportunities for improvement.
- Ensure risks are identified and managed throughout the lifecycle of a project.

People Leadership

Barwon Water will comprise a diverse and accountable organisational culture, enabled through inclusive leadership and aligned to strategy, values and behaviours. Employees are expected to promote and foster collaborative team and stakeholder relationships based on growth and resilience, integrity, accountability and inclusion, and adhere to the Barwon Water value of 'Leadership'.

Competencies

Action & Accountability	Drives outcomes with purpose, ambition, accountability and action.
Business Acumen	Delivers with commercial and organisational nous.
Collaboration	Collaborates effectively across the business, organisational boundaries, with customers and established partners.
Communication	Engages and communicates with clarity, vision, purpose and impact.
Customer, Community & Partnership	Creates measurable customer, partner and community value.
Managing Ambiguity	Operates effectively, even when things are not certain or the way forward is not clear.
Strategic Focus	Sees ahead to future possibilities and translates them into breakthrough strategies.

Performance level

Action & Accountability	The Project Manager is accountable to ensure successful delivery and effective management of projects. This position ensures that the projects are delivered safely with minimal impact to the environment and within agreed timeframes and budgets.
Judgement & Problem Solving	The Project Manager is required to have a high level of independence in problem solving and to make sound decisions to achieve satisfactory project outcomes. Decision-making requires analysis of data to reach decisions and/or determine progress relating to the projects that are typically delivered by contractors.
Specialist Knowledge & Skills	The position requires extensive knowledge and skills in the area of project management in order to support the outcomes of the program of capital and developer works. It will require expert knowledge and skills, including relevant legislation and policies to resolve issues of complexity. Creativity and innovation will also be utilised in the approach to resolving issues.
Management Skills	The Project Manager will lead a project team made up of professionals and other employees in planning and implementation projects to deliver on key project milestones and objectives. The position is required to build a collaborative team and advise on all elements of project delivery utilising leadership, evaluation and monitoring skills to facilitate achievement of objectives.
Interpersonal Skills	The Project Manager has the ability to lead, motivate, persuade, and negotiate with employees, contractors and all stakeholders in different teams/locations to resolve problems or provide specialised advice.
Qualifications & Experience	Tertiary qualifications in Engineering or similar related disciplines and extensive relevant experience

Success profile

- Tertiary qualifications in Engineering or similar related disciplines
- Demonstrated industry experience in project management, preferably within the utilities sector
- Considerable practical experience leading project teams to deliver on key project milestones and objectives
- Excellent track record in delivering programs/projects
- Knowledge of construction SQE risk management
- Effective communication capabilities as well as problem solving ability
- Ability to work cross-functionally and develop strong relationships with internal and external customers
- Knowledge of water, sewerage and recycled water systems
- Knowledge of water industry operations

Equal opportunity

Barwon Water offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Risk and Compliance Management

Barwon Water is committed to a structured approach to Fraud and Corruption and Risk and Compliance Management in support of its business objectives, including the delivery of safe and reliable water, sewerage and recycled water services to our customers and community. Barwon Water shares responsibilities for these activities across the organisation and expect employees to perform their duties in accordance with policies and procedures.

Signature

Employee Name (print)

Employee signature

Date

We understand that life balance is an important part of our employees' lives. Barwon Water offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated to help balance your personal commitments with the demands of the role.