

POSITION DESCRIPTION

Project Manager - Delivery

Division	Program Development & Delivery
Location	Various
Classification	Water Award 2020 Level 8
Employment Status	Permanent, Full Time
Direct Reports	3-5
Reports To	General Manager – Program Development & Delivery

ORGANISATION

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for operating and developing irrigation schemes funded through public / private partnerships.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 15 new irrigation projects, and advanced planning on a further six projects.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

All schemes developed and operated by Tasmanian Irrigation are economically viable, environmentally sustainable, have strong community endorsement, are designed to last at least 100 years and deliver water at an average reliability of more than 95 per cent per annum.

POSITION OBJECTIVE

The primary objective of this position is to work with the Project Director to manage the GSEIS detailed design along with the required environmental, heritage and planning approvals and into construction whilst ensuring that the project is delivered within scope, on-time and within budget.

KEY DUTIES

- To work as a project manager to facilitate and deliver every project successfully whilst providing values-based leadership and management, an ongoing focus on safety and water delivery efficiency and effectiveness.

- Leading the definition of project scope and objectives ensuring technical feasibility.
- Ensuring the project achieves a design that leads to the lowest practical operating cost considering energy consumption and strategies to minimise usage.
- Lead the project through the achievement of all necessary approvals including environmental, heritage and planning.
- Work with the operations area of the business to ensure effective and fit for purpose scheme infrastructure designs that meet regulatory, statutory, water delivery and funding requirements.
- Ensure appropriate and up to date records are kept in relation to the project.
- Manage and be accountable for:
 - Project budgets
 - Project timelines and milestones
 - Permits
 - Approvals
- Assist in the development and implementation of standard procedures.
- Develop and implement detailed project plans to monitor and track progress.
- Collaboration with all parts of TI and TI partners.
- Coordination and management of internal resources, external consultants and contractors.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques; ensuring approvals are recorded and communication for changes are undertaken.
- Actively identify, maintain, manage and report on the project risks, and appropriately escalate issues or risks where necessary.
- Be responsible for project health, safety and environment for the project.
- Successfully manage the relationship with all stakeholders including effective and timely communication.
- Ensure appropriate project hand over to other parts of TI and be available as an SME following handover.
- Report project performance using appropriate tools and techniques and ensure that comprehensive project documentation is maintained.

WORK HEALTH & SAFETY

- Be an exemplary safety leader.
- Be responsible for own health and safety (including mental health) and the health and safety of others.
- Actively promote workplace health and safety.
- Understand and deliver on workplace health and safety responsibilities, and follow procedures for reporting hazards, incidents and injuries in line with company and certification requirements.
- Be aware of and promote fire and emergency procedures.
- Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing.

RESPECTFUL WORKPLACE BEHAVIOUR

Tasmanian Irrigation (TI) is committed to a productive and positive workplace.

TI will not tolerate instances of bullying, harassment, sexual discrimination, sexual harassment or sex-based harassment. Any conduct that creates a hostile workplace environment on the grounds of sex, victimisation or occupational violence are unlawful and unacceptable, and TI will take action as appropriate in relation to any breach of our policies.

ORGANISATIONAL ENVIRONMENT

- Work with all employees to proactively maintain a positive, enduring culture and work environment.
- Act with integrity and fairness in dealings with internal and external stakeholders.
- Ensure all work carried out retains its simplicity while being of the highest standard.
- Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results.

SELECTION CRITERIA

Essential:

- Proven experience in project management in construction or water management industry
- Excellent verbal and written communication and relationship building skills
- Formal qualifications in Project Management
- Extensive knowledge and application of contemporary project and contract management practices and techniques
- Proven people co-ordination and management skills
- Proven budget management skills

Desirable:

- Ability to use project management software (e.g. Microsoft Project)
- Knowledge of the water delivery industry
- Engineering qualification(s)

KEY WORKING RELATIONSHIPS

Internally:

- Project Director
- General Manager Program Development and Delivery
- Project Administrator
- Senior Leadership Team
- Board
- Project Communications & Engagement Manager
- Technical Services Team
- Engineering Team
- Water Delivery Team – in particular Hub Leaders
- Contracts Specialist
- Safety Team
- Environment Team
- Corporate Services Team
- Accounting and Finance Team
- Legal

Externally:

- Entitlement holders (irrigators/farmers/investors/IRCs)

- Water supply providers
- External contractors and consultants
- Regulators (e.g. NRE Tas & Local Council)
- Engineers
- Government officials

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

This role is primarily based in an office however may involve significant driving in varied conditions. A valid driving licence and the ability to drive in variable conditions will be required.

This role will involve inspecting work sites and attending meetings out of hours from time to time. Required to pass a pre-employment medical assessment.

PERFORMANCE CRITERIA

- Communicates with Influence
- Cultivates Productive Working Relationships
- Shapes Strategic Thinking
- Exemplifies Personal Drive and Integrity
- Achieves Results

APPROVAL

Position Holder: _____

Dated: _____

CEO: _____

Dated: _____