

POSITION DESCRIPTION

Project Manager - Stakeholders

Division	Program Development & Delivery
Location	Various
Classification	Water Award 2020 Level 8
Employment Status	Permanent, Full Time
Direct Reports	2-4
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 stakeholders including landowners, irrigators and all other stakeholders and interested parties.

KEY DUTIES

- To work as a project manager to facilitate and manage positive stakeholder relationships including:
 - Landowners where access is required to deliver the scheme
 - Irrigators during and after water sales
 - Interested parties and stakeholders

- Ensuring the project achieves water sales in a positive manner to sell the scheme water to ensure the unsold water debt is minimised at the time of project completion.
- Work with existing South East Irrigators to explain integration of these existing irrigators into the Greater South East Irrigation scheme.
- Lead the resolution of the issues and concerns with respect to integration of the existing South East schemes into the Greater South East Irrigation Scheme.
- Manage and resolve landowner concerns in consultation with the project team.
- Ensure appropriate and up to date records are kept in relation to the project.
- Actively identify, maintain, manage and **report on the project risks, and appropriately escalate issues or risks** where necessary.
- Assist the Project Director and the Project Manager – Delivery to manage project budgets, timeframes and milestones
- 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.
- 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

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- 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 management of varied stakeholders in large projects setting.
- Excellent verbal and written communication and relationship building skills
- Proven people co-ordination and management skills
- Demonstrated ability to develop a partnership approach across a range of stakeholders including irrigators, landowners, external stakeholders and government agencies and local councils.

Desirable:

- Formal qualifications in Project Management
- Ability to use project management software (e.g. Microsoft Project)
- Extensive knowledge and application of contemporary project and contract management practices and techniques
- Proven budget management skills
- Knowledge of the water delivery industry

KEY WORKING RELATIONSHIPS

Internally:

- Project Director
- Project Manager – Delivery
- Landowner Liaison Officer
- 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. DPIPW & 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: _____