

Position Description

Position Title:
Project Manager

Location:
Launceston

Water Award Classification:
8

Reports To:
Program Delivery Manager

Direct Reports:
Varying depending on the assigned project.

Primary Objective

The primary objective of this position is to manage designated projects to ensure that each project is delivered within scope, on-time and within budget.

Key Roles and Responsibilities

- To work as the project manager to facilitate and deliver every project successfully.
- Leading the definition of project scope and objectives ensuring technical feasibility
- Ensure appropriate and up to date records are kept in relation to each project.
- Escalate issues or risks where necessary
- 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
- Undertake project risk management and mitigation
- 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.

Workplace 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.

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.

Skills and Competencies / Selection Criteria

Essential	Desirable
Proven experience in project management in construction or water management industry	Ability to use project management software (e.g. Microsoft Project)
Excellent verbal and written communication and relationship building skills	Knowledge of the water delivery industry
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	
TI Capability Level 8 Communicates with Influence Cultivates Productive Working relationships Shapes Strategic Thinking Exemplifies Personal Drive and Integrity Achieves Results.	

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.

Key Working Relationships

Internally this position works mainly with:

- Program Delivery Manager
- General Manager Program Development and Delivery
- Project Administrator
- Procurement Manager
- Contracts Specialist
- Senior Leadership Team
- Board
- Technical Services Team
- Water Delivery Team – in particular Hub Leaders
- Contracts Specialist
- Safety Team
- Environment Team
- Corporate Services Team
- Accounting and Finance Team
- Manager Power Stations
- Legal

Externally key working relationships are with:

- Entitlement holders (irrigators/farmers/investors/IRCs)
- Water supply providers
- External contractors and consultants
- Regulators (e.g. DPIPWE & Local Council)
- Engineers
- Government officials

Performance Criteria

TI Capability Level 8

Communicates with Influence

Cultivates Productive Working relationships

Shapes Strategic Thinking

Exemplifies Personal Drive and Integrity

Achieves Results.

Verification:

We certify that the content of this position description is accurate:

Position Holder: _____ / /

CEO : _____ / /

TI capabilities at level 8

Communicates with Influence	Cultivates Productive Working Relationships	Shapes Strategic Thinking	Exemplifies personal drive and integrity	Achieves Results
<ul style="list-style-type: none"> •Communicates clearly, listens •Understands and Adapts to Audience •Negotiates Persuasively 	<ul style="list-style-type: none"> •Nurtures Internal and External Relationships •Facilitates Cooperation and Partnerships •Values Individual Differences and Diversity •Guides, Mentors and Develops People 	<ul style="list-style-type: none"> •Inspires a sense of purpose and direction •Focuses strategically •Harnesses Information and Opportunities •Shows Judgement, Intelligence and Common Sense 	<ul style="list-style-type: none"> •Demonstrates professionalism and probity. •Engages with risk and shows personal courage, commits to action, •Displays resilience and adaptability •Demonstrates self-awareness and commitment to personal development. 	<ul style="list-style-type: none"> •Builds Organisational Capability and responsiveness •Harnesses professional Expertise •Steers and Implements Change and Deals with Uncertainty •Ensure Closure and Delivers on Intended Results.
Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors
<p>Listens actively to ensure views and information are properly exchanged. Keeps people up to date and fully informed of any changes to the original communication or plan. Uses and adapts style to the needs of the audience. Establishes credibility and approaches negotiations persuasively. Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals. Allows for genuine contest of ideas and pulls disparate views into a coherent position, and finds common ground to</p>	<ul style="list-style-type: none"> •Nurtures internal and external relationships. •Responds to others in a respectful and appropriate manner. •Supports the development of a work environment where people work together and value collaboration and teamwork. •Supports and respects the individuality of others and recognises the benefits of diversity. •Seeks assistance when necessary and provides the same to others. •Recognises different skill areas and levels of expertise. •Works effectively across and throughout TI, sharing 	<ul style="list-style-type: none"> •Contributes to, shapes the organisation's vision and goals. •Contributes to the team planning. •Thinks about problems from different perspectives. •Keeps abreast of technical changes relating to their functional area. •Critically evaluates information before applying intellect and experience to the final judgement. •Seeks to acquire appropriate expert knowledge, and is open to new information and different perspectives. •Thinks through problems from various viewpoints and analyses them objectively. •Grasps complexity and identifies 	<ul style="list-style-type: none"> •Adheres to and promotes Tas Irrigation Values. •Takes responsibility for getting things done. •Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills. •Willing to speak up about issues or recognise good work. •Prepared to ask for help. Implements policies based on TI decisions. •Is independently minded and willing to challenge ideas and confront issues. •Is prepared to acknowledge when in the wrong. •Readily invests extra effort and initiative into progressing work. 	<ul style="list-style-type: none"> •Adheres to and promotes Tas Irrigation Values. •Takes responsibility for getting things done. •Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills. •Willing to speak up about issues or recognise good work. •Prepared to ask for help. Implements policies based on TI decisions. •Is independently minded and willing to challenge ideas and confront issues. •Is prepared to acknowledge when in the wrong. •Readily invests extra effort and initiative into progressing work.

<p>facilitate agreement and acceptance of mutually beneficial solutions. Produces user-friendly verbal and written communication. Creates opportunities to listen to those whose input can add value. Allows for a genuine contest of ideas and pulls disparate views into a coherent position, and finds common ground to facilitate agreement and acceptance of mutually beneficial solutions.</p>	<p>information to others as needed and required.</p> <ul style="list-style-type: none"> •Models commitment to customer service and delivery. •Demonstrates strong interpersonal skills by encouraging and modelling 'team-player' behaviour, including a willingness to consult, engage and listen. •Builds relationship with key people within the organisation. •Understands when it is appropriate to confront issues and takes actions to deal with difficult performance situation. 	<p>issues that tend to be overlooked by others.</p> <ul style="list-style-type: none"> •Adheres to and promotes TI's ethical principals. •Capacity to provide originality of thought and develop innovative solutions. 	<ul style="list-style-type: none"> •Values continuing learning and development. •Deals resiliently with work pressures and negative criticism by maintaining an optimistic outlook and developing and applying effective well being strategies. •Provides a clear sense of direction and strives to achieve common understanding among all levels within the organisation. Is independently minded and willing to challenge ideas and confront issues. •Is determined, highly motivated and action oriented. •Remains focused on the objectives even in difficult and uncertain circumstances and in a rapidly changing environment or change priorities 	<ul style="list-style-type: none"> •Values continuing learning and development. •Deals resiliently with work pressures and negative criticism by maintaining an optimistic outlook and developing and applying effective well being strategies. •Provides a clear sense of direction and strives to achieve common understanding among all levels within the organisation. Is independently minded and willing to challenge ideas and confront issues. •Is determined, highly motivated and action oriented. •Remains focused on the objectives even in difficult and uncertain circumstances and in a rapidly changing environment or change priorities
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