



Position Description

Position title:	Project Controller
Reports to:	Manager Portfolio Controls
Business unit:	Network Services
Employment category:	Contract (Employment Agreement)

About CitiPower and Powercor

As electricity distribution companies we provide safe, reliable and affordable power to 1.9 million Victorian customers. We use our network of poles, wires and infrastructure to bring power to homes and businesses across almost 65% of Victoria — that's more than 120,000 kilometres of wires and 850,000 poles.

But we do so much more than manage poles and wires. We're also the gateway to a clean energy future, dedicated to finding solutions and harnessing new technology to benefit our customers, communities and the environment. This includes industry leading projects in community batteries, demand management, smart charging for electric vehicles (EVs) and microgrids.

And as more customers choose solar, batteries, EVs and smart appliances — the electricity system is becoming increasingly complex, and so too is the level of innovation required to manage it.

About the Network Services team you'll be part of

Network Services is a 24x7 operation, constructing and maintaining electrical infrastructure and responding to faults and emergencies at all hours throughout the CitiPower and Powercor electricity distribution networks. The team is responsible for design, project management, workforce management, field construction and supply chain and logistics management. Functional teams include network control and operations, major projects, maintenance, field services, design and customer programs and works delivery management.

Our core values



Live safely



Improve our business



Be customer and community minded



Be the best you can be



Succeed together

Purpose of the position

Drive Project Control functions to enable an optimal, transparent and risk-managed delivery of the works program to business needs and expectations. For the delivery of major network and customer projects the primary Project Control functions are based around project cost control, scheduling, contract management, quality control, data integrity and issues tracking. For Program and/or Portfolio Controls this includes activities related to the monitoring, reporting and governance oversight of programs of standard project as well as the overall annual capex program of works.

Your key responsibilities

Project and Portfolio Controls

- Development and maintenance of the project budget and cost management system in SAP
- Working with the Project Manager, develop forecast expenditure baseline and undertake monthly review and updates for full project lifecycle and budget life cycle.
- Monitor and manage financial risks and any allocated financial contingencies (e.g. 'bring forwards') for programs and projects from an overall portfolio perspective.
- Develop comprehensive project schedule, with the project manager, and update on a regular basis.
- Analyse and maintain schedule integrity and logical consistencies, including tracking schedule baselines and milestones, and having a valid and current critical path.
- Maintain project data integrity in SAP, ensuring that Network activity dates, hours and forecasts are aligned with the project schedule.
- Provide advanced warnings to project manager (e.g. gate approval milestones, committee approval dates, long lead items, contract tenders, impacts to annual budget spend practical completion).
- Recommend and constructively influence actions required to ensure achievement of physical and financial targets.
- Direct the allocation and gate keeping of network initiated projects (management of team inbox) to project/program managers

Program/Project Reporting and Governance

- Develop and maintain the project forecast and reporting system for all Capex projects, covering financial and time data, milestones, project lifecycle status and enabling production of business and delivery manager reports.
- Report on forecast and expenditure against budget for the overall capex portfolio on a monthly basis, including gate plan status, risks, opportunities, value improvements and resourcing.
- Report and constructively influence the advancement and development of projects through the gated approvals process
- Embed approved budget estimates and spends into scheduled activities in order to generate and maintain Earned Value analysis and monthly reporting.
- Monitoring and reporting on all Capex projects and programs in relation to project status, expenditure against budget and forecast (annual and total) and progress against milestones (gates) to ensure effective co-ordination of resources to meet business priorities.
- Manage the various project registers (e.g. variations, document versions, materials, drawings) and portfolio level registers (e.g. Value Improvement register)
- Ensuring the collection of Quality Records (e.g. FAT reports, Materials QC documentation, O&M Manuals, As-Builts).

- Monthly variance analysis for spend against budget and forecast across portfolio, including identification and reporting of exceptions.

Contract Management

- Supporting project manager with preparation of documentation for Tenders and Contracts
- Support project manager in monitoring performance of contractors to contract
- Management of milestone progress claims
- Management of time and cost variations for contractor and suppliers
- Identification of contractual risks and opportunities.
- Assist with HSE audits of contractors and monitor conformance to Health and Safety plans

Developing and Maintaining Stakeholder Relationships

- Facilitate and lead monthly review meetings with key portfolio/program level stakeholders to report and review program time, cost, gate status, risks, opportunities and any escalations
- Establish and maintain a good working relationship with all key stakeholders, Electricity Networks, Finance, Network Services and others to enable successful delivery of annual Capex portfolio and synergies across multiple years
- Actively engaging and following up with project manager's, responsible officer's and other stakeholders to maintain complete data integrity and influence project development and advancement.
- Communicate with and obtain project schedule updates from all stakeholders to assess overall progress
- Provide schedule progress information on a regular basis to project manager for decision-making, reporting and communications.

Ad Hoc Responsibilities

- Project office activities for newly initiated projects including SAP applicant, SAP project attachments, maintain and update gate milestone dates and project approval values
- Processing and payment of invoices, invoice reconciliation, creation of CETRs as required, co-ordinating and registering accruals
- Assistance with project development activities includes options analysis, creation of estimates, value improvements, project gate approvals.
- Establish and maintain a project-wide document filing system and ensure the storage of Project-critical information (both paper and electronic).
- Coordinating financial close out of major projects and working with Finance for asset finalisations and WIP balance

What you'll bring to the business

Education / Qualifications:

- Tertiary education in Engineering, Accounting, Finance or Contract Management

Knowledge:

- Excellent communication skills (verbal, writing and face-to-face)
- Skills in project scheduling, cost control and issues tracking
- Working knowledge of Project Management methodologies, tools, systems and technologies, specifically PMBOK.
- Understanding of Portfolio management concepts and ability to apply them
- Understanding of Project and Portfolio Controls Framework and internal decision making processes
- An understanding of the Electricity Distribution industry
- Previous experience and understanding of project management and project control principles
- Experience in SAP and other project management, estimating or management tools as required
- Ability to work with and perform analysis on significant volume of data from varying sources
- Demonstrated ability to develop and maintain strong working relationships with colleagues at different levels

Experience:

- Proven ability to apply project management and control principles on major projects and/or portfolio
- Experience working in a project team environment
- Demonstrated ability to develop and maintain strong working relationships with colleagues at different levels across the business
- Experience in SAP financial reports and project planning tools (e.g. MS Project) is desirable
- Experience using Excel and Word essential

The skills and competencies you'll have

'Thought' competencies

1. **Manages complexity:** Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
2. **Financial/commercial acumen:** Applying financial thinking, commercial rigour and discipline to all business decisions and customer relationships to identify ways of maximising and protecting our business value
3. **Decision Quality:** Considers various points and uses good judgement to make decisions and recommendations, knowing when to act or escalate

'Result' competencies

1. **Ensures accountability:** Holding self and others accountable to meet commitments
2. **Optimises work processes:** Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement
3. **Resourcefulness:** Securing and deploying resources effectively and efficiently

'People' competencies

1. **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives
2. **Communicates effectively:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
3. **Organisational savvy:** Manoeuvring comfortably through complex policy, process, and people-related organisational dynamics

'Self' competencies

1. **Being resilient:** Rebounding from setbacks and adversity when facing difficult situations
2. **Demonstrates self-awareness:** Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
3. **Situational adaptability:** Adapting approach and demeanour in real time to match the shifting demands of different situations

'Leadership' competencies

1. **Manage self:** Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.
2. **Take the lead:** Taking the lead and pushing for performance. Take charge, declaring, decisive. Push, hold people accountable.
3. **Enable others:** Creates conditions for others to lead and contribute. Empowers others. Listens, open to influence. Supports, treats people well.
4. **Strategic focus:** Position your team for the future. Set direction, drive improvements and growth, embrace innovation.
5. **Execution and results:** Position your team for the future. Set direction, drive improvements and growth.

Other relevant information

- Direct reports - FTE direct reports: 0 Contractor direct reports: 0
- Budget: OPEX \$0, CAPEX \$0