



# Position Description

<b>Position title:</b>	Project Controller
<b>Reports to:</b>	Manager Portfolio Controls
<b>Business unit:</b>	Network Services
<b>Employment category:</b>	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

The Project Controller is responsible for providing end-to-end project controls support to major capital projects, ensuring effective management of cost, schedule, risk, reporting, and project governance throughout the project lifecycle.

Working closely with the Project Manager and delivery team, the role supports informed decision-making and successful project delivery through accurate forecasting, performance monitoring, schedule management, contract support, and maintenance of high-quality project data. The position plays a key role in driving transparency, accountability, and delivery performance across complex infrastructure and capital works projects.

## Your key responsibilities

### Project Controls (Cost & Schedule)

- Develop and maintain project budgets, forecasts, and cost tracking within SAP and project control systems
- Partner with the Project Manager to establish and maintain cost and schedule baselines
- Perform monthly forecasting, variance analysis, and estimate-to-complete updates
- Support the development and maintenance of integrated project schedules, including critical path and key milestones
- Monitor schedule performance, progress, and dependencies to ensure alignment with delivery targets
- Apply and maintain Earned Value Management (EVM) where required
- Identify and communicate cost and schedule risks, trends, and opportunities
- Support resource management planning activities in coordination with the project team and works planning group, including updates to systems (e.g. SAP) on project resource requirements.

### Project Reporting & Performance

- Prepare monthly project performance reports (cost, schedule, risks, progress)
- Track and report actuals vs budget vs forecast at project level
- Provide insight-driven analysis, highlighting key issues and recommended actions
- Support governance requirements including stage gate reviews and project approvals
- Maintain accuracy and integrity of project data across systems

### Contract & Commercial Support

- Support the Project Manager with tendering and contract administration activities
- Track and manage:
  - Contractor progress claims
  - Variations and change orders
  - Commitments vs budget

- Assist in identifying and managing commercial risks and opportunities
- Support contractor performance monitoring against contract requirements

## **Project Coordination & Administration**

- Maintain key project registers (e.g. risks, issues, variations, actions)
- Support document control and project record management
- Assist with invoice processing, accruals, and financial close activities
- Ensure alignment between schedule, cost, and scope data

## **Stakeholder Engagement**

- Work closely with the Project Manager and delivery team to ensure alignment on project status
- Engage with Finance, Procurement, and delivery stakeholders to ensure accurate and timely data
- Support project meetings by providing relevant insights and reporting inputs
- Proactively follow up to maintain data quality and reporting accuracy

# 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 cost control, project scheduling and issues tracking
- Working knowledge of Project Management methodologies, tools, systems and technologies, specifically PMBOK.
- 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

## Experience:

- Proven ability to apply project management and control principles on major projects and/or programs
- Experience supporting the delivery of infrastructure or capital projects (utilities, construction, engineering or similar)
- 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