# Position Description

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| **Position title:** | Project Manager Major Projects |
| **Reports to:** | Manager Urban/Rural Major Projects |
| **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 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



# Purpose of the position

The ‘Project Manager, Major Projects’ role is responsible for delivery of defined projects for Electricity Networks (EN) in accordance with all health and safety, quality and governance requirements.

This role is responsible to deliver the projects in accordance with the PMBOK (Project Management Body of Knowledge) framework.

# Your key responsibilities

## Manage Major Projects

- Management and Leadership of major projects to achieve on time, budget, quality, OH&S, environmental standards and ensuring customer and related financial and governance requirements.
- Management and Leadership of the delivery of major projects and services including managing internal and sub-contract resources.
- Provide effective project management ensuring the desired outcomes of the projects are delivered in accordance with the project scope of works.
- Preparation, evaluation and issue of tenders for construction, major plant and/or materials.
- Management of contract processes associated with major projects.
- Proactive and effective reporting on project performance including actions to ensure objectives and targets are achieved and communicated.
- Financial management including specific cost control, variation management, accurate month end reporting and project forecasting.
- Implementation of Risk Management initiatives to identify, manage and control project related issues.
- Commitment to the Leadership Development Program

## Develop & Maintain Customer Relationships (including Customer Offers where applicable)

- Management of the relationship with the Customer and Electricity Network Groups to ensure all stakeholder requirements are met.
- Liaise with the Customer and Electricity Network Groups and representatives on all aspects of the major projects throughout the project life cycle.
- Develop and manage effective customer relationships with key internal and external stakeholders.
- Pro-actively identify and implement improvement opportunities.
- Facilitate any conflict to a resolution in a timely manner to achieve an outcome that mutually benefits all stakeholders.
- When undertaking end-to-end customer projects, ensure the Customers offer is issued in accordance with system & asset requirements, ESC & Customer expectations

## Scope Development, Clarification, Negotiation and Quote Preparation

- When undertaking end-to-end customer projects, liaise with other Network groups to ensure system capacity is available to meet customer needs.
- Assist in the preparation and review of conceptual and final project scopes associated with major projects.

- Ensure during the scope development phase the objectives, assumptions, constraints & preliminary risk assessments are confirmed.
- Conformance to client requirements and contractual conditions.
- Project acceptance by the client throughout the project lifecycle.
- Management of the tender/approval and/or contract signing for contract works
- Management of projects through the full approval life cycle in line with the governance process.

## Project Management Systems

- Develop and improve project management systems and implement in all business operations by capturing learnings and identifying opportunities.
- Provide guidance, training and education on all aspects of project management.
- Effective use of Project Management Systems and Tools.

## Resource Management

- Ensure that all work activities are undertaken in accordance with Regulatory policies, work practices, processes and standards.
- Ensure all contractors and contractor activities comply with legislative, regulatory and contractual obligations.
- Implement safe working cultures at all levels and ensure all health and safety policies, procedures and practices are adhered to at all times.
- Ensure all work activities and projects undertaken are focused on ensuring Network reliability and all quality and environmental requirements are achieved.
- Ensure all works are undertaken in the most efficient and cost-effective manner.

# What you'll bring to the business

## Education / Qualifications:

- A Tertiary Qualification in an Engineering or associated area/ discipline

## Knowledge:

- The role requires a detailed knowledge of the concepts and principles of project management.
- Detailed knowledge and experience in the concepts and principles of people management.
- Detailed knowledge of the electricity distribution, sub-transmission, transmission and/or infrastructure industry with a working knowledge of Powercor/CitiPower technical standards, construction practices and estimating work methodologies.
- Proven ability to apply project management principles in an electrical distribution and sub-transmission environment.
- Proven ability in SAP and other project management, estimating and/or management tools.
- Detailed knowledge and understanding of Financial Management, project governance, forecasting and reporting.
- The ability to identify the project schedule of works during the planning stages to assess the risks, opportunities, resource requirements, major plant items, materials and construction work practices and methodologies.
- Demonstrable practical application of construction methodology and integration of this into the planning phases of the project

## Experience:

- Has obtained or has the ability to achieve Accreditation as a CPPM with the Australian Institute of Project Management: and/or
- At least 5 years' experience working with Project Management principles and Project Delivery Methodology in the electrical distribution and sub-transmission areas

# The skills and competencies you'll have

## 'Thought' competencies

1. 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
2. Manages complexity: Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
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

## 'People' competencies

1. Communicates effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
2. Drives vision and purpose: Painting a compelling picture of the vision and strategy that motivates others to action
3. Drives engagement: Creating a climate where people are motivated to do their best to help the organisation achieve its objectives

## 'Self' competencies

1. Demonstrates self-awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses
2. Nimble learning: Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder
3. Courage:  Stepping up to address difficult issues, saying what needs to be said

## '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 Nil, CAPEX Nil