

Project Manager

Position detail

Reports to	Construction Project Delivery Lead
Classification	ASA7B
Group	Chief Operating Officer
Location	Brisbane, Sydney, Canberra or Melbourne

ORGANISATIONAL ENVIRONMENT

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year, we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to improving our business by providing our customers with services they value and embedding new working methods and technology investment to further innovate and optimise.

PROJECT DELIVERY

Airservices and the aviation industry are undergoing a period of significant change. Our services, processes and systems will undergo transformational change over the next five to ten years to respond to and, in some cases, lead these changes. Within the Chief Operating Officer group, Project Delivery provides the capability required to lead, manage and deliver programs and projects that form Airservices transformational change plan.

Project Delivery has recently moved to a new operating model consisting of three project discipline streams (Engineering, Technology and Construction) and supporting functions of Delivery Support and Reporting & Coordination.

PRIMARY PURPOSE OF POSITION

As a Project Manager, you will be responsible for delivering project outputs in accordance with scope, quality, cost and time constraints for the organisation. You will apply a standard industry approach and be accountable for the full project life cycle, including planning, execution and closing. You are accountable to the Project Board/Program Manager or Program Board/Senior Responsible Owner (SRO) and have overall and ongoing responsibility for the successful day-to-day leadership of Projects.

This role requires experience in the delivery of projects and people leadership. Through your experience in the relevant field, you will have demonstrated experience in project management and practical knowledge of working with industry frameworks in an organisational context.

As part of the Project Delivery Team, you will be integral to the ongoing implementation of the national PFAS Management Program, which supports the delivery of minor works and major projects across multiple sites to deliver outcomes and enable benefits related to the organisation's environmental and strategic objectives.

ACCOUNTABILITIES AND RESPONSIBILITIES

Position Specific

- Lead a project team to define a project management plan including, but not limited to, scope, quality, schedule, resource, cost, risk, issues and opportunities, stakeholder engagement and communications and governance and assurance against the approved baseline.
- Deliver against the project management plan and baseline, monitor actual progress and cost to date, and accurately forecast accurate progress.
- Drive overall project performance, including monitoring scope, cost, schedule, risk, issues, opportunities, dependencies, and stakeholder management.
- Manage contractors as required to deliver to the project requirements and apply your experience in contract management.
- Promote a learning organisation through continuous improvement and education of key stakeholders.
- Manage the branch within assigned delegations and agreed quality and risk parameters.
- Oversight and manage branch budget and performance targets, including promoting an efficient and cost-conscious culture across Project Delivery.
- Be financially astute and take ownership of the project's financial reports and management of such. Be proficient in project management software such as MS Project, Aconex and others.

People

- Lead, coach, develop, and retain a high-performance team with an emphasis on creating an accountable performance culture.
- Maintain high-quality and productive relationships with Airservices leadership to ensure effective coordination of all activities supporting organisational objectives.
- Provide strategic guidance, plan, and build organisational capacity and resourcing of the branch.

Compliance, Systems and Reporting

- Drive implementation of enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.

Safety

- Demonstrate safety leadership and behaviours consistent with enterprise strategies and manage the branch in accordance with WHS accountability requirements.

KEY PERFORMANCE INDICATORS

Efficient, Effective and Accountable

- Deliver projects within the approved schedule.
- Builds and maintains effective working relationships.
- Provides team with clear direction, motivates and empowers others.
- Takes responsibility for actions, outcomes and people.
- Adherence and compliance with Project Delivery professional standards

Commercial

- Deliver projects within the approved budget.
- Determine and adhere to Airservices procurement guidelines and procedures.

- Conduct contracting and procurement activities per Airservices standards and communicate requirements and/or specifications to achieve project objectives.
- Evaluate responses from suppliers and follow agreed selection processes. Develop positive working relationships with contractors, suppliers and third-party consultants.

Safety

- Compliance with regulatory, safety, risk, environmental and any other applicable standards
- Ensure traceability and validation of safety requirements and how they are met.

KEY RELATIONSHIPS

- Portfolio and Program Manager – Provide timely and detailed updates on the progress of project or program conflicting priorities, issues and risks.
- Enterprise Project Management Office or equivalent - Contribute towards program management improvement initiatives and engagement of Project resources.
- Schedulers – Manage the development and refinement of the project schedule.
- Finance – Manage approvals, budget and reconciliation activities.
- Internal stakeholders and resources – Information sharing with stakeholders and coordination of project-assigned resources during the various phases of the project.
- External vendors and stakeholders – Procurement and contract management activities to acquire goods and services for the delivery of projects.

SKILLS, COMPETENCIES AND QUALIFICATIONS

- Minimum 3 – 5 years experience delivering Projects in a leadership position.
- Minimum 3 – 5 years experience managing contractors and delivery partners to achieve project outcomes.
- Demonstrated sound judgement, business acumen and decision-making, focusing on results in a service delivery environment.
- Portfolio, Program and/or Project management qualifications with supporting experience
- Demonstrated ability to drive, deliver and sustain Projects to achieve outcomes in a complex environment.
- Demonstrated ability to develop and present innovative solutions and influence outcomes.
- Demonstrated ability to establish and maintain strategic relationships to facilitate partnerships and cooperation.
- Demonstrable experience in coordinating and influencing geographically diverse project teams.
- Diversity of experience across the private and public sectors is desirable.

PERFORMANCE STANDARDS AND BEHAVIOURS

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest

- Behaving in a way that upholds our vision, mission and values and promotes the good reputation of Airservices.
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