

Project Scheduling Team Leader

Position detail

Reports to	Portfolio, Program and Project Control Manager
Classification	MRP1
Group	Chief Operating Officer
Location	Brisbane, Canberra, Melbourne or Sydney

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 fire fighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value, and embedding new ways of working and technology investments to further innovate and optimise.

Project Delivery

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

EPMO is established in late 2024, as the centre of excellence to provide portfolio, program and project management guidance to Airservices' transformation portfolio, as well as providing strategic insights through various reporting and performance analysis. In addition, EPMO offers centralised project functions and disciplines such as scheduling, risk management, assurance and business analysis to support various portfolios and projects delivery.

Primary purpose of position

As the Project Scheduler Team Leader, you will lead the scheduling team to provide robust scheduling and controlling function to various projects and programs. You will allocate work within the team ensuring schedulers are appropriately utilised. Your senior skills will also define and revamp scheduling practices required to support reporting, resourcing, demand and forecasting. Working closely both Resource and Estimating team, you will ensure appropriate change control and quality assurance practice to be applied to maintain project program baseline and deliverability.

You will also develop, analyse and manage project schedules and provide advice and reports to Project and Program Managers on overall project schedule performance in order to support the delivery of outcomes and enable benefits related to the organisation's strategic objectives. You will also lead and drive consistent

practice and scheduling techniques such as Earned Value Management, Dependency Management, Resource LoE vs. Discrete allocation, Rolling Wave planning etc.

Further, this role will collaborate with various stakeholders cross both internal business areas and external consultants and vendors. In particular this role will work closely with Strategic Innovation Planning & Alliance to ensure robust project schedule and resource profile to be developed as part of project investment case. The position will be responsible for initiating and maintain positive relationship, ensure ongoing collaboration and effective communication to support key decision making. The role will be a trusted advisor to senior management providing key insights in matter of project estimating and cost control.

Accountabilities and responsibilities

Position Specific

- Leadership of the scheduling function, defining and implementing strategies to support the maturing needs of ASA
- Management of a team of schedulers, ensuring work is allocated, performance tracked, compliant to standards and timely
- Set the vision for and drive the required uplift and revamp of scheduling practices for ASA
- Lead the change control process to ensure project program baselines are maintained
- Define vendor & external schedule integration and perform quality assurance (e.g. DCMA check)
- Development and refinement of assigned project and program schedules
- Analysis and maintenance of inter-project dependencies
- Data quality management through liaison with Project and Program Managers
- Analysis of reports and data to inform project improvements
- Production of project schedules using standard schedule template and resource demand reports enabling successful project management
- Providing reports and advising on efficiency opportunities (e.g. schedule float)
- Provide mentoring and guidance to project scheduler team
- Ensure all organisational governance requirements, management policies and standards are adhered to in the execution of the project
- Lead the monthly project forecasting, resource demand planning to support reducing cost variance and increasing forecast accuracy.
- Work closely with Strategic Innovation Planning & Alliance, build capability and process to input and validate investment case scheduling, ensure robust project breakdown, resource profile and delivery timeframe to be developed as part of project investment case
- Actively seeking continuous improvement of project scheduling and controlling in line with industry best practice

Leadership core capabilities

- Communicating & influencing
- Leading and managing change
- Building effective teams
- Strategic thinking
- Managing risk and quality

- Managing for performance
- Customer-centric approach
- Negotiation

People

- Collaborate with Project Managers, Program Managers, BAU Managers and Business Leaders to ensure estimating and cost control functions are developed according to designated project & program management frameworks and methodologies
- Develop and maintain effective working relationships with key internal and external stakeholders to ensure open and effective communication
- Drive effective working relationships with stakeholders to ensure that there is effective coordination of all activities in support of organisational objectives
- Guide and mentor team members to improve individual and team performance
- Lead and promote a collaborative team environment to ensure organisational objectives are met.
- Maintain an effective relationship with Airservices leadership to ensure effective co-ordination of all activities in support of organisational objectives

Compliance, Systems and Reporting

- Comply with enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance

Safety

- Demonstrate safety behaviours consistent with enterprise strategies

Key performance indicators

Efficient, Effective and Accountable

- Lead the establishment of estimating and cost control function within Project Delivery, with measurable improvements on project budget estimating, cashflow forecasting, cost variance and other key financial performance indicators of project program.
- 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

- 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 safety, risk, environmental and any other standards

Key relationships

- Project Delivery Leads, Program and Project Managers – Provide key advice and resolution in regards to project financial performance and cost planning.
- Estimating & Cost Controlling – ensure a consistent approach of project estimating and forecasting in collaboration with project schedule.
- Strategy, Innovation Planning and Alliances – ensure robust project schedule and resource profile to be developed as part of project investment case.
- Governance & Assurance – ensure change control process is adhered to and comprehensive change log is maintained to track project baseline. Provide critical inputs to regular project health check and gateway review.
- Resource Management – ensure accurate resourcing demand forecast is in line with workforce strategy and project plan.
- External vendors and stakeholders – Liaise and build relationships with vendors and stakeholders as to maintain the PPM system for ongoing subscription, technical support and system upgrades.

Skills, competencies and qualifications

- Formal tertiary qualification in related or equivalent field
- Minimum of 7 years of experience in project scheduling, estimation and control.
- In-depth knowledge and experience in all areas of project scheduling techniques such as Earned Value Management, Dependency Management, Resource LoE vs. Discrete allocation, Rolling Wave planning etc,
- Sound understanding and experience with resource loading schedule, and matrixed resource model for resource demand forecasting, tracking and reporting.
- Demonstrated understanding and knowledge of various project program frameworks and methodologies, such as PMBoK, Agile PM, MSP.
- Professional accreditation such as PMI-SP, AACE PSPS or equivalent will be highly regarded, not essential.
- Strong communications skills, including ability to build relationships and effectively influence a range of internal and external stakeholders.
- Strong data and numeric analysis capability to deliver data models and insightful inputs to reporting.

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.