

Scheduling and Interdependency Management

Program Management Office, OneSKY Australia Program (ASA 7)

Position Detail			
Reports To	OneSKY PMO Manager	Group	CSE - OneSKY Australia Program
Budget Accountability	Nil	Location	Canberra/Brisbane/Melbourne
Delegations	Per instrument of delegations	Reports:	Nil

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 140 million passengers, and provide air navigation services across eleven 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 control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

The Royal Australian Air Force is charged with providing Air and Space Power to the Australian Government to achieve its national security outcomes. Within the Royal Australian Air Force, Number 44 Wing is charged with providing Air Traffic Control services, operating twelve air traffic control towers and nine approach control facilities across Australia as well as providing tactical battlefield airspace control from deployed locations.

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices next generation services including the future Civil-Military Air Traffic Management System (CMATS) through the Program – a joint activity with the Department of Defence. The OneSKY Program is enabling the fundamental organisational and industry transformation required to maximise the benefits and value of the future system as expected by Airservices and Defence customers and stakeholders..

Primary Purpose of Position

The Scheduling and Interdependency Management Specialist reports to the Program Management Office (PMO) Manager, and works as part of a joint team combining Airservices and Department of Defence personnel. The Position will be responsible for developing, maintaining, reviewing, and reporting on project and integrated schedules across the OneSKY Program.

The Scheduling and Interdependency Specialist position will form an integral part of the strategic management of the OneSKY Australia Program and Airservices teams; establish and maintain a high-performing and accountable scheduling team; As an Airservices position the Scheduling and Interdependency Management Specialist will contribute towards delivery of Airservices record of Safety, Environmental, WHS, Risk and Compliance excellence.

Accountabilities and Responsibilities

Position-specific

- Develop, maintain, review and report on project and integrated schedules across the OneSKY Program

- Develop, maintain, review and report on interdependencies for the OneSKY Program
- Provide scheduling support to the CMATS and Dependent Infrastructure Project teams

People

- Lead, coach and develop, others with an emphasis on creating an accountable performance culture
- Maintain high-quality and productive relationship with Airservices leadership and Defence counterparts to ensure effective co-ordination of all activities in support of organisational objectives
- Provide strategic guidance, plan and build organisational capacity and resourcing of the unit.

Commercial

- Contribution to branch budget and performance targets .

Systems and Reporting Compliance, Reporting

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

Safety

- Demonstrate safety behaviours consistent with enterprise strategies, and in accordance with work health and safety accountability requirements.

Key Performance Indicators

Efficient, Effective and Accountable

- Builds and maintains effective working relationships
- Provides team with clear direction, motivates and empowers others
- Takes responsibility for actions, outcomes and people
- Achievement of PMO Branch objectives.

Commercial

- Meeting PMO budget and performance targets
- Demonstrated value for money outcomes for commercial, legal and financial decisions

People

- Engagement feedback demonstrating positive trends
- Training and development leading to tangible capability improvements for team members

Safety

- Compliance with regulatory standards, safety, risk, environmental and any other standards.

Key Relationships

As the Schedule and Interdependency Management Specialist:

- The OneSKY Program Management Office Manager and Leadership Team
- Program Control and Assurance Manager
- Members of the PMO Branch
- Program and Project Managers
- OneSKY Finance

As part of the OneSKY Australia Program:

- OneSKY members
- OneSKY stakeholders.

Skills and Competencies

- Demonstrated strong scheduling and interdependency management skills and experience, with supporting qualifications
- Problem solving skills and analytical skills including the ability to think strategically.
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of stakeholders including; executives, managers and subject matter experts.

Security Clearance

- Eligible for Baseline Clearance (PROTECTED)

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. 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.