

## Master Scheduler

Position Detail			
<b>Reports To</b>	Scheduling Team Lead – Delivery Support	<b>Group</b>	Project Delivery - Delivery Support
<b>Classification</b>	MRP1	<b>Location</b>	Melbourne/Brisbane
<b>Reports – Direct Total</b>	1		

### 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 27 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.

### Primary Purpose of Position

As **Master Scheduler** you will develop, analyse and manage an integrated project/program schedule/s and provide advice and reports to Project and Program Managers on overall project schedule and cost performance in order to support the delivery of outcomes and enable benefits to related to the organisations strategic objectives. You will also lead and drive consistent practice and scheduling techniques such as Earned Value Management, Dependency Management, Resource LoE vs. Discrete Resource allocation, Rolling Wave Planning.

Further, this role will collaborate with various stakeholders cross both internal business areas and external consultants and vendors. 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

- Development and refinement of an integrated master schedule (IMS), consisting of a program and supporting projects, through:
  - Undertaking planning activities with the Program/ Portfolio team and other functional leads to develop a Product or Work Breakdown Structure.
  - Developing robust delivery schedules complete with dependencies, baseline, resources and cognisant of risk, consistent with Airservices Scheduling Standards.
  - Updating the Integrated Master Schedule in a timely and accurate manner through the constant engagement of relevant stakeholders.
  - Identifying and incorporating relevant inputs from external delivery partners such as vendors, government agencies etc
  - Embedding process to ensure effective schedule collaboration between the program and its external delivery partners
- Dependency management such as identify and validate cross project dependencies, facilitate the dependency management forum and produce reports and visualisations to senior stakeholders.
- Identification and analysis of the schedule to identify schedule 'pull back' opportunities, risks, upcoming tasks, critical path and proactively provide to Project/Program Managers
- Lead the resource allocation, demand forecasting and undertake resource utilisation analysis and address resource levelling opportunities with the project/program
- Tracking of Schedule and Cost performance via Baseline Variance and EVM techniques, comply and support change control process.
- Collaborate and mentor other schedulers to ensure the IMS is fully integrated with subset schedules.
- Quality assurance of the schedule including validating external/vendor schedule, health check (14 DCMA Points), and variance analysis
- Production of regular reporting such as critical path review, plan on a page, project look ahead etc.

### People

- Maintain an effective working relationship with other Airservices staff to ensure there is effective coordination of all activities in support of organisational objectives
- Contribute towards team goals and initiatives and communicate effectively

### Compliance, Systems and Reporting

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- Collaborate with Project Managers, Program Managers and various business areas to ensure sufficient inputs to the schedule development, as well as 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
- Maintain the current reporting baseline in the schedule in accordance with relevant approval documentation.
- Adhere to enterprise governance systems and policies, including finance, safety, environmental, WHS, risk and compliance

### **Safety**

- Demonstrate safety behaviours consistent with enterprise strategies and contribute to delivery of projects in accordance with WHS accountability requirements.
- Discharge safety accountabilities as per current relevant procedures

## **Key Performance Indicators**

### **Efficient, Effective and Accountable**

- Lead the development of robust Integrated Master Schedule (IMS)
- Openly and actively share knowledge of planning and scheduling to promote broader organisation maturity and awareness.
- Contribute to delivery of projects and programs within approved schedule
- Build and maintain effective working relationships
- Take responsibility for actions and outcomes

### **Commercial**

- Contribute to delivery of projects within approved budget
- Where possible identify opportunities for savings and improved forecasting

### **Safety**

- Compliance with regulatory, safety, risk, environmental and any other applicable standards
- Demonstrate safety behaviours consistent with enterprise strategies and contribute to delivery of projects/programs in accordance with WHS accountability requirements.

## **Key Relationships**

- Project Manager – Provide scheduling expertise to plan, develop and maintain a project schedule. Provide ongoing analysis, updates, schedule maintenance and refinement to assist in the delivery of a project, to time and budget.
- Program Manager – Provide scheduling expertise to plan, develop and maintain an integrated program schedule. Provide ongoing analysis, updates, schedule maintenance and refinement to assist in the delivery of programs outcomes, to time and budget.
- Project Management Office or equivalent - Provide independent reporting, analysis

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and feedback on project/program performance. Enact required process change and contribute to improvement initiatives

- Project Asset and Accounting - Provision and refinement of project financial information relating to projects/programs as required
- Internal stakeholders and resources – Information sharing with stakeholders to enable coordination of project/program assigned resources during the various stages/phases of the project/program.

### Skills, Competencies and Qualifications

- Formal tertiary qualification in related or equivalent field
- Minimum of 10 years of experience in project scheduling, estimation and control.
- Extensive experience in a master scheduler role in supporting the delivery of complex project schedules and programs of work.
- Demonstrated knowledge and understanding of Project and Program Management methodologies such as Prince2, PMBoK, Agile, MSP
- Demonstrated ability to use a variety of technical applications; Microsoft Project Scheduling software including Microsoft Office, Visio and SharePoint and/or equivalents
- Professional accreditation such as PMI-SP, AACE PSPS or equivalent will be highly regarded, not essential.
- Ability to achieve objectives and conduct work planning utilising project management principles, including the production of reports and schedules.
- Analytical and problem solving skills, paying attention to detail
- Ability to work effectively under limited or no supervision and proactively manage competing priorities and timeframes
- Strong interpersonal, written and verbal communication skills

### 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.