



**POSITION DESCRIPTION
PROJECT MANAGER
GOVERNANCE**



PROJECT MANAGER

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Employees will be expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review to reflect changing circumstances and may be amended for time to time to take account of the role requirements that evolve over time.

REPORTING TO:

Chief Financial Manager

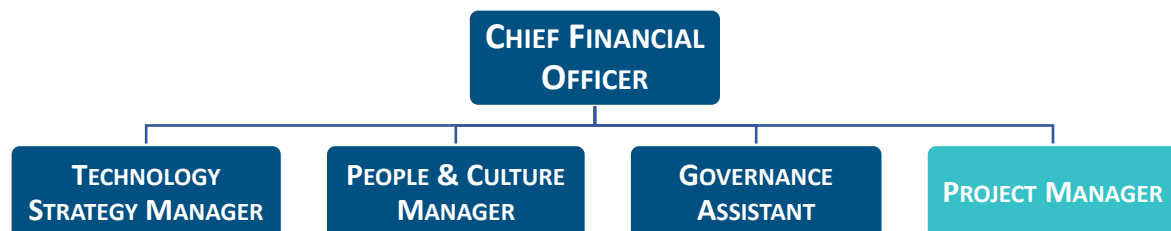
POSITION PURPOSE:

- To provide end-to-end project management for Alpine Energy ensuring completion of projects and programmes safely, on time, to agreed standards and within budget.
- You will actively deliver projects with support from the project teams, build and develop sustainable project management capability by role modelling best practice from draft to implementation and operational handover stages of the project.

LAST REVIEW DATE:

October 2021

WHERE YOU WILL FIT



KEY RELATIONSHIPS

It is a key responsibility that relationships must be built and maintained in such a way as to bring about positive and respectful interactions

INTERNAL

- Support team members
- Other team members across Alpine

PROJECT MANAGEMENT

YOU ARE RESPONSIBLE FOR

- Strategic prioritisation of projects including delegation of duties
- Reviewing the project and ensuring that key learnings are captured to improve the outcomes on future projects

YOU ARE SUCCESSFUL WHEN

- Management of assigned projects across AEL is successful
- Team members, as well as any external contractors involved in the project, meet or exceed their expected performance levels
- Schedules are shared and agreed with key stakeholders in alignment with the AEL calendar
- Project implementation occurs according to the schedule, whilst tracking milestones, risks, issues and financials
- The end to end delivery of the project is managed successfully ensuring relevant documentation and appropriate approvals are in place
- Safety, quality, timelines and budget targets are met
- Key stakeholders are kept informed of progress and/or variations of scope through regular and visible reporting
- You work with teams to define programme objectives and determine issues that impact on the achievement of these objectives
- You deal with escalated issues among the projects to ensure they do not compromise programme delivery, ensuring the best outcome for all stakeholders on an exception basis
- You contribute to the broader strategic direction of the Alpine team
- Programme and project reviews are conducted and opportunities for improvement are highlighted; strategies are identified to improve the delivery of future projects
- You provide input into the tender preparation and evaluation processes where required

RELATIONSHIP MANAGEMENT

YOU ARE RESPONSIBLE FOR

- Facilitating communication as appropriate with all partners, Managers and other key stakeholders to ensure that informed decisions are made
- Actively supporting the team to develop sustainable project management capability by role modelling best practice behaviours

YOU ARE SUCCESSFUL WHEN

- You develop trust by understanding progress against project plans, ensuring that any changes in activity are managed and implemented effectively
- Negotiation with service providers / consultants and stakeholders ensures Alpines' position is understood
- You exemplify our Values with both internal and external consultants as you work through project areas with them
- You provide project leadership and transfer skills to those that are involved in the project by role modelling best practice
- You contribute to the PDR's or coaching reviews of those who are involved in the project with you
- The Technology Manager is kept informed across relevant programme activities
- Project management improvements are proactively communicated to your manager for implementation to enhance performance of future projects

FINANCIAL MANAGEMENT

YOU ARE RESPONSIBLE FOR

- Ensuring the effective financial management of activities under your control

YOU ARE SUCCESSFUL WHEN

- Budgets are monitored monthly, variations investigated and reported, along with recommendations on how such variations should be managed
- Expenditure is maintained within budget and delegated responsibilities
- A professional and well considered business case is presented when requesting a change in resource requirements

WHAT YOU WILL BRING:

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Tertiary or Trade qualification • Project Management Certification and/or significant Project Management experience • Current Driver Licence 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • 5yrs experience in delivering projects or work programmes • Excellent planning and organising skills • Exceptional written and verbal communication skills, including confidence to speak out • Previous experience working in an electrical distribution company • Experience working with diverse range of stakeholders and community groups • Takes responsibility for the safety of all 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

WHAT WE EXPECT

HEALTH & SAFETY

- Actively participating in health and safety (H&S) responsibilities outlined in Alpine's H&S Management Programme
- Following all established work procedures with regard to the requirements for H&S, including the use of PPE
- Identifying and reporting hazards
- Adhering to all H&S practices and rules
- Actively promoting and supporting health and safety, and wellbeing initiatives

CONTINUOUS IMPROVEMENT

- Taking the initiative to improve work practices and to get the best possible outcome
- Looking for opportunities to improve systems, processes and work practices – both within your own position and our company as a whole
- Participate in MBUs, both within in your own team and across AEL

CUSTOMER EXCELLENCE

- Acting as an ambassador for AEL, going above and beyond to always provide both internal and external customers with exceptional service - approachable, interested and friendly
- Treating everyone with respect – taking time to listen, learn and understand. Problems and complaints are acknowledged, solutions identified and promptly acted upon
- Taking responsibility for the achievement of the organisational levels of service, measures, and targets as they relate to the role

TEAMWORK

- Working together as one team
- Willingly sharing your knowledge and experience
- Open, honest, considerate and respectful communication
- Demonstrate positivity, respect, support and care for your colleagues
- Demonstrate initiative and commitment to team objectives
- Actively participating in group activities
- Being open and receptive to change
- Positive response to requests for assistance from within your own team and other teams; demonstrating adaptability and willingness

PERFORMANCE & DEVELOPMENT

- Taking a full and active role in Performance Development Plan discussions with your manager (prepares, participates, follows through). Identifying and following through on opportunities for personal and professional development
- Demonstrating commitment to up-skilling and further developing specialist knowledge and best practice initiatives
- Participating in training opportunities with an open mind

CIVIL DEFENCE EMERGENCY MANAGEMENT

- Assisting AEL in preparing for and responding to an emergency
- After establishing the safety of members of your household you may be assigned duties to assist AEL in an emergency

PERSONAL ACCOUNTABILITY

Being a positive role model and promoting AEL favourably.

- Be approachable, personable, willing and consistent
- Contribute proactively through empowering our communities
- Work within and contribute to all AEL policies and standards

OTHER DUTIES

Occasionally you may be required to undertake duties in addition to those outlined, but which fall within your capabilities and experience.

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their supervisor or manager which are generally consistent with the objectives of the position.



Our Vision

Empowering our Community



Our Purpose

We deliver secure and reliable energy while innovating for our future

Our Values



Safety

We value health & safety always



Integrity

We are honest and sincere; we mean what we say and say what we mean



Accountability

We accept responsibility

All built on a foundation of RESPECT

Manager

Date

Position Holder

Date