



Project Manager

Works Delivery

Position Description



Alpine House
24 Elginshire Street,
Washdyke, 7910

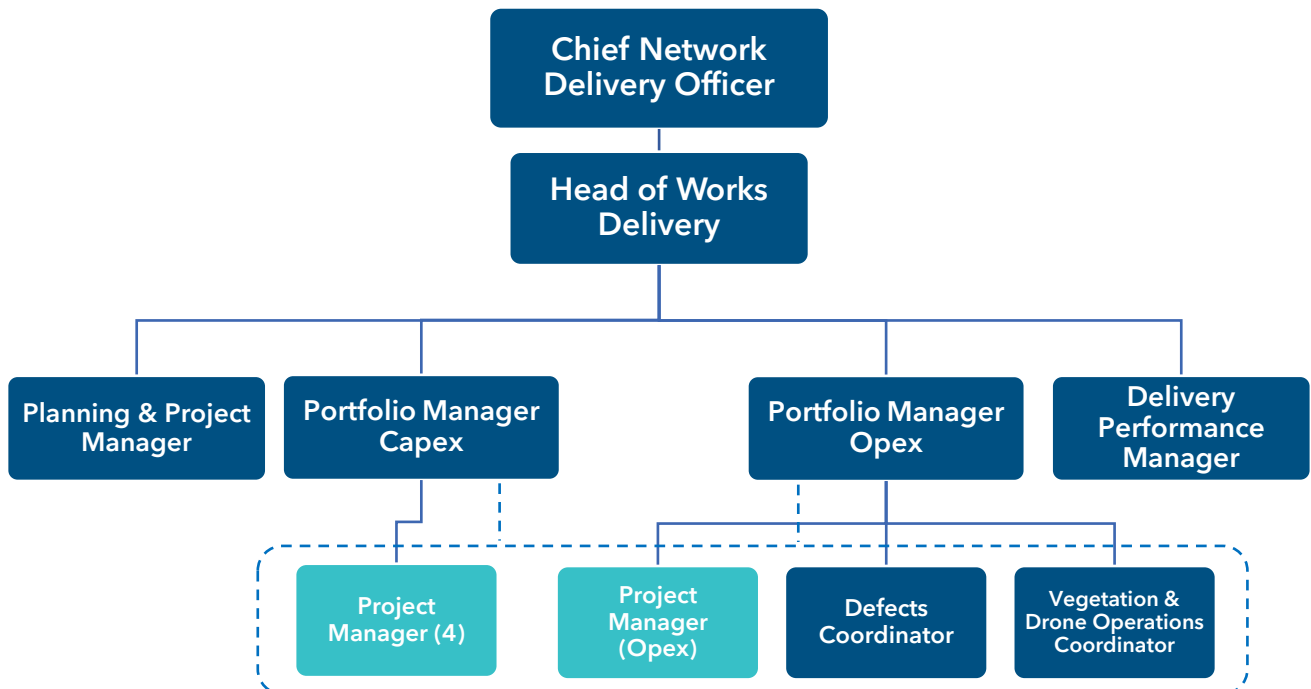
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Project Manager

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 from time to time to take account of the role requirements that evolve over time.

Reporting to:	Portfolio Manager Capex/Opex with dotted reporting line to the other Portfolio Manager
Responsible for:	Nil
Position purpose:	<ul style="list-style-type: none"> 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 engineers, 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:	July 2024

Where you will fit



Financial Responsibilities

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget: N
- Maximum that may be spent without reference to manager: Nil
- Jobholder can spend unbudgeted capital: N
- Jobholder is responsible for committing the organisation to long-term contracts: N
- Jobholder signs correspondence for Company: Y

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

External

- Customers / clients / public
- Community groups and organisations
- Other local and regional authorities
- Outside agencies including Government departments
- Professional organisations
- Contracting parties
- Suppliers

Internal

- Portfolio Managers
- Other Project Managers
- Designers
- Head of Works Delivery
- Other team members in your Department/Group
- Head of Network Operations & Performance
- Field Services team
- Engineering team
- Future Network team
- Customer Connections team
- Support team members

Project Management

You are responsible for

- Project Management of projects across both the Capex and Opex portfolio and including network connections and network projects
- Confirming the scope of work on projects, including specifications and drawings
- Liaising with customers and third parties as required to plan and schedule work
- Collaborating with Field Services and Network Operations to create work plans and network release plans
- Working with the Customer Connections team to understand customer connection project requirements and pricing
- Undertaking safety and risk assessments and preparing control plans for all known critical risks
- Compiling material lists and collaborating with the procurement team for stock or for managing stock issues of major components
- Preparing as built templates and commissioning templates as required

- Applying for consents, cable locates and arrange land access as required
- Actioning network release requests, and checking outage notifications
- Consulting with Finance, Procurement, Field Services, Safety, Network Operations to provide information necessary for these functions to provide information or resources needed to undertake the work
- Working in conjunction with Designers, Network Engineers and the Drawing Officer to compile Job Packs with all information to enable Field Services to undertake the work
- Ensuring all project variations are recorded and signed off by clients and/or appropriate AEL staff
- Managing contractors and consultants on a day-to-day basis, ensuring work is being completed in accordance with tender documentation and project plans
- Managing the sign off of project completion with client, contractors and consultants, ensuring all maintenance items are completed to the standard required
- Logging all work into the scheduler, updating and maintaining as required to give full visibility of the status of work planning and scheduling
- Ensuring all information needed to close a job is checked to ensure Finance, Procurement, Asset Information and Engineering can undertake their respective job close duties
- Undertaking work handover meetings as required to ensure Field Services are briefed on work delivery requirements
- Providing work status reports
- Preparing and maintaining all records and documentation required for works delivery
- Providing reports and promoting opportunities for improvement
- Strategic prioritisation of projects including delegation of duties from Asset Managers
- Reviewing the project and ensuring that key learnings are captured to improve the outcomes on future projects
- Carrying out audits on work completed to date as required, ensuring any issues are documented and raised with the appropriate personnel
- Assisting other Project Managers, offering guidance and support where required

You are successful when

- You manage assigned projects across Alpine Energy's network ensuring contractors meet or exceed their expected performance levels
- You manage projects against scope, and plan and develop baselined schedules that are shared and agreed with key stakeholders in alignment with scope and milestones
- Project implementation occurs according to the schedule, and milestones, risks, issues, reporting, and financials are tracked
- You manage change processes and relevant variations ensuring documentation and appropriate approvals are in place
- Safety, quality, timeliness and budget targets are met
- You manage the end to end project delivery, and the project communication and documentation including keeping key stakeholders informed of progress, and/or change to variation of scope
- Projects are completed in accordance with design and specifications.
- You work with Asset Managers 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 best outcome for all stakeholders
- You contribute to the broader strategic direction of Programme Delivery
- Programme and project reviews are conducted and opportunities for improvement are highlighted and strategies are identified to improve the delivery of future projects
- You provide input into the tender preparation and evaluation process

Relationship Management

You are responsible for

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

You are successful when

- You develop trust by understanding progress against project plans and ensuring that any changes in activity are managed and implemented effectively
- Negotiation with service providers / consultants and stakeholders ensures Alpines' position is understood
- Agreed financial delegations are adhered to
- Asset Managers have clarity regarding the project handover point; agreed financial delegation; expectations regarding feedback mechanisms and reporting; and the detailed project brief that has been agreed
- You facilitate constructive discussions to drive project management through Project Control Groups
- You ensure Head of Works Delivery is kept informed across relevant programme activities
- Project management improvements are proactively communicated to Asset Managers or Managers for implementation to enhance performance of future projects
- Correct reporting occurs through the ERP system ensuring that your manager can rely on the information this generated and report at a higher level

Financial Management

You are responsible for

- Ensuring the effective financial management of activities under your control

You are successful when

- You monitor work progress costs against the plan and budget
- A commitment to continuous improvement is maintained in all areas of business activity
- Budgets are monitored monthly, variations investigated and reported to the Head of Works Delivery along with recommendations on how such variations should be managed
- Expenditure is maintained within budget and delegated responsibilities
- All invoices are checked, signed off for payment and entered into the company system and filed in accordance with company procedures

- Final project reports are prepared for sign-off as required. This may include a full breakdown of the project financials, details of maintenance period, and supplier contractual obligations
- Projects are effectively closed off and capitalisation is completed in a timely manner
- A professional and well considered business case is presented when requesting a change in resource requirements.

(Occasionally you may be required to work outside of your usual work hours for events, however, you will be compensated accordingly).

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Tertiary or Trade qualification (Electrical) • 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 engineering projects or work programmes • Experience and understanding of contract management principles (e.g. NZS3910) • High Voltage knowledge and experience • 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. • An understanding of Asset Management Principles • 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 and respect and 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 of 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