

Position Description

Job Title: Project Manager

Department/Program: AOR

Reporting To: AOR Program Director

Location: Garden Island, Sydney

Level/Salary Range: TBA

Level: Manager

SUMMARY OF POSITION

Provide support to the AOR Program Director, overseeing the day-to-day administration of operations, reporting requirements and project governance. The Project Manager will establish a close and collaborative relationship with the Commonwealth and grow an efficient support capability.

DUTIES AND RESPONSIBILITIES

- Work with the AOR Program Director to ensure seamless and consistently high performance across the enterprise
- Continually drive improvement of the overall cost base through the implementation of continuous improvement techniques
- Supporting the AOR Program Director to ensure delivery of program requirements, schedule, budget and plan
- Identifying and managing program risks and opportunities
- Generate the relevant reports required for the provision of the sustainment contract
- Preparation and facilitation of meetings and delivery of financial and performance reporting for the AOR Program
- Manager the following activities to be performed by the AOR Program team:
 - Financial Control
 - Program Administration
 - Production of deliverables in coordination with rest of the Program areas
 - Manage scheduling and resource allocation for the program
 - Program Reporting
- Ensure that all Plans to be delivered under the AOR Program are delivered on time and kept updated;
- Act as 2IC to the AOR Program Director when required to meet Program requirements
- Follow State WHSE Acts, Regulations and accountability with leadership for the safety and wellbeing of staff and their commitment to protect the environment
- Exercise due diligence by taking reasonable steps to acquire and keep up-to-date knowledge of work health and safety & Environmental matters and ensuring information regarding incidents, hazards and risks is received as soon as practicable and action is implemented in a timely way

QUALIFICATIONS AND POSITION REQUIREMENTS

Experience and Qualifications:

- Experience leading large technical programs
- Knowledge and demonstrated experience with the Shipbuilding / sustainment industry
- Ability to provide sound technical reporting and interpretations
- Very strong interpersonal skills with demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills
- Demonstrated ability to deliver results in a high pressure environment
- Ability to communicate effectively and build positive relationships at all levels of the business and clients
- Identify, analyse and manage program risks and opportunities
- Knowledge and experience in Contract Administration and Project Management Methodologies
- Be a member of AIPM (Australian Institute of Project Management) – preferable
- Tertiary qualification in Project Management, Commerce or relevant Engineering discipline

COMPETENCIES

Technical:

- Demonstrated knowledge of technical documentation
- Demonstrated knowledge of commercial contract documentation
- Basic understanding of Earned Value Management Systems (EVMS) and Australian International Financial Reporting Standards (AIFRS)

Management:

- Ability to manage customers' expectations and
- Ability to effectively manage personnel
- Demonstrated ability to manage competing priorities
- Ability to work independently and proactively within a team

Behavioral:

- Support activities that promote the SPO enterprise culture and focus on customer satisfaction
- Cultivate, maintain and encourage positive working relationship through collaboration and team work
- Develop relationships based on trust and support
- Demonstrate Navantia values at all times and encourage others to do so

Leadership:

- Exemplify and encourage a positive culture that promotes high performance
- Display professionalism and encourage a harmonious working environment
- Show flexibility and adaptability in change with energy and enthusiasm

Security:

- Ability to gain baseline / NV1 as a minimum

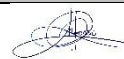
Pre-employment Medical / Background Checks

- Reference Checks, Employment Verification Check, AFP Police Check, Qualification Check


APPROVED

Approved by: Managing Director - Alfonso Garcia Valdes

Signature /



Date: 7/02/20

<p>Approved by: Human Resources - James Cowie</p>	<p>Signature:  Date: 7/02/20</p>
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