

Position Description

Job Title: Project Controller

Department/Program: Naval Design and Engineering Centre

Reporting To: Engineering Manager

Location: Docklands, Melbourne

Level/Salary Range: TBC

Level: Staff

SUMMARY OF POSITION

The Project Manager is responsible for working within the Navantia Australia's Naval Design and Engineering Centre to coordinate the delivery of multi-discipline engineering projects for naval ships.

DUTIES AND RESPONSIBILITIES

- Coordinate a large portfolio of multi-discipline engineering projects to ensure delivery in accordance with established schedules.
- Maintain an overall schedule of engineering projects and apply Earned Value Management techniques to project monitoring.
- Support the management and allocation of resources to engineering projects on a prioritisation basis.
- Manage project reporting systems and program schedules, including the preparation of regular management reports.
- Work effectively within the Navantia Engineering Team to gather engineering project status as input to the project management system and reporting.
- Support engineering teams in the planning of engineering projects from concept through to delivery, including the development of project plans, schedule and engagement of internal and external stakeholders
- Plan and administrate design coordination meetings with engineering project stakeholders
- Plan and administrate Design Review meetings with the Client

QUALIFICATIONS AND POSITION REQUIREMENTS

Experience:

- Minimum Advanced Diploma - Project Management
- Minimum 5 years' experience working in a project management context within an engineering organisation.
- Experience in a technical and industrial defence environment
- Demonstrated understanding of PMI PMBoK (or equivalent) Project Management Framework and application.
- Very strong interpersonal skills
- 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 manage, prioritise and complete multiple tasks concurrently.
- Ability to communicate effectively and build positive relationships at all levels of the business and clients

COMPETENCIES

Technical:

- Ability to be recognised by Australian Institute of Project Management (AIPM) as a Certified Practising Project Manager (CPPM) (or recognised equivalent)
- High level of skill in Standard Computing Packages (MS Office, etc.)
- Experience with project management and planning software, e.g. MS Project

Management:

- Demonstrated ability to manage complex projects
- Ability to work independently and communicate with stakeholders
- Demonstrated ability to manage self (time, conduct).

Behavioral:

- Demonstrate behaviours that promote positive team morale
- Demonstrate Navantia values at all times and encourage others to do so
- Develops relationships based on trust and support
- Good written and oral communication
- Positive attitude and strong work ethic
- Ability to communicate effectively and build positive relationships at all levels
- Ability to operate in a team environment and autonomously as required

Leadership:

- Lead people to promote a positive culture that promotes high performance
- Leads change with energy and enthusiasm

Security:

- Ability to gain Baseline defence security clearance as a minimum.
- Able to work under the United States’ International Treaty in Arms (ITAR) nationality restrictions

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:
Approved by: Human Resources - James Cowie	Signature / Date: