

Senior Project Manager – Role Description

Role Title:	Senior Project Manager
Reports To:	Project Management Practice Lead
Last Updated:	08/09/2022
Overall Objective (Briefly summarise the positions purpose and overall responsibility)	
<p>Seeking a full-time Senior Project Manager to lead and successfully deliver multi-disciplinary electrical/sustainable energy focused projects for our fast-growing business.</p> <p>Specific project roles may be focused on project management of internal MG design teams or supporting our clients with project management services to deliver their projects.</p>	
Responsibility	<ul style="list-style-type: none"> • Responsible for health and safety on projects • Works on multiple projects providing innovative solutions that advance the technical studies • Continually monitoring and reviewing project KPIs, implementing changes and adjustments as required and addressing any variations • Provide long range strategic planning whilst working with our clients • Manages multiple projects and budgets • Manages project scope and changes, ensuring accurate endorsed documentation for agreed changes • Manages and ensures approval of variations to project costs and schedule • Development of project plans, issues trackers, and to manage risks, confidentiality and project costs • Develop project and technical assessment and correspondence documentation • Coordinate development of foundational rationale for design study assessments and decision making on key technical issues • Coordination across projects to manage resourcing, provide consistent and central project tracking and reporting • Consult and engage with internal and external stakeholders to proactively identify, monitor and address key project risks and issues • Central coordination across key project partners as required using a variety of internal and external mediums for reporting / forecasting
Technical Depth & Breadth	<ul style="list-style-type: none"> • Distinguished record of creativity and innovation. Advances project management principles, theories and concepts. • Consistently demonstrates extremely high levels of technical knowledge, ingenuity and creativity • Sound understanding and proven application of PMBOK principles • Accomplishments contribute to state-of-the-art field in the of expertise both within and outside the Middleton Group • Strong negotiation and contract management skills
Guidance / Initiative	<ul style="list-style-type: none"> • Leading a team to ensure projects from start to finish maintaining a high standard of Quality, Safety, are within Cost and in agreed time frames • Leading, coaching and uplifting the capability of your team • Self-supervising within expectations of senior management • Provides guidance to departments/many groups of the organization • Acts independently to advise the top organizational level in Middleton Group and external organisations • Exercises comprehensive discretion in judgment and initiative in setting & implementing goals • Coordinate and lead continuous improvement across all levels of the organization
Communication / Interpersonal Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills with a strong ability to influence. • Ability to understand, communicate and manage complex engineering programs • Strong expertise in managing conflicting commercial agendas and requirement for technical levels to be met

	<ul style="list-style-type: none"> • Strong experience in managing numerous and complex stakeholders including government • Well-developed interpersonal, negotiation and problem-solving capability • Proactive approach to relationship building within and across project teams • Ability to prepare and deliver high quality communications suitable for management and external stakeholders (both written and verbal)
Education & Experience	<p>The following qualifications and experience are desirable but demonstrated professional experience would be considered in lieu of specific qualifications</p> <ul style="list-style-type: none"> • Bachelor of Engineering (BEng) • Qualifications or certification in Project Management eg, AIPM, PMI, Prince2 Certified or in training • 8+ years in a project management environment managing complex engineering processes & projects (preferable from energy/utilities sector), involving specialised engineering, stakeholder engagement and commercial components. • Be an Australian citizen or an Australian permanent resident
Key Interfaces	<p>Practice area leads</p> <p>Managing Director</p> <p>Director – Clients and Markets</p> <p>Market Segment Leaders</p> <p>Technical Directors</p>
Utilization	
<p>Target utilisation average is 75%+</p> <p>Target balanced scorecard utilization average is 85%</p>	