



 **AUSTRALIAN
NAVAL
INFRASTRUCTURE**

PROJECT MANAGER OPERATIONS

JOB & PERSON SPECIFICATION

1 Position Details	
Position Title:	Project Manager - Operations
Reports to:	Facilities Manager
2 Position Purpose	
Project management and delivery of relevant projects undertaken by ANI Operations, including capital works projects within or adjacent to the shipyard precinct and minor projects as required within the shipyard precinct including capability enhancements and additional functionality (facilities and services).	
3 Duties and responsibilities	
3.1	Project management of assigned projects to ensure delivery of the required functionality and capability, on-time and within budget.
3.2	Development of project scope and objectives, including engagement of all relevant stakeholders, and ensuring technical feasibility.
3.3	Development of scopes of work for tenders/contracts including liaison as required with the ANI Contracts Manager for procurement activities associated with relevant projects.
3.4	Subject matter expert for all related distribution systems (Utility Services) <ul style="list-style-type: none"> • Reliability of services • Efficiencies • Compliance
3.5	Ensure all projects are undertaken in accordance with relevant codes, standards and regulations.
3.6	Development of detailed project plans and any other required documentation including resource requirements/allocation.
3.7	Manage changes to the project scope, project schedule and project costs using appropriate verification techniques and within delegated authorities.
3.8	Measure and report on project performance using appropriate tools, metrics and techniques.
3.9	Establish and maintain good relationships with all precinct stakeholders.
3.10	Perform risk management strategies and processes to minimise and control project risks – including risk reporting.
3.11	Track project performance, specifically to analyse the successful completion of short and long-term project objectives.
3.12	Interaction and liaison with ANI Executive, Corporate support services and ANI Project Directorate team members in completion of roles and responsibilities, project reporting and associated tasks.
3.13	Liaison and coordination of design management processes through appointed ANI consultants or specialist advisers to achieve project objectives and approved timelines.
4 Qualifications, skills, experience and personal attributes	
4.1	Australian citizenship and ability to obtain required security clearances (Baseline minimum).
4.2	Proven experience (at least 5 years) as a project manager or similar position, in the successful delivery of infrastructure, facilities and buildings works projects.

- 4.3 Flexible approach to working collaboratively in both corporate and industrial environments as part of a small team.
- 4.4 Sound communication skills and ability to build and maintain positive working relationships with all stakeholders, general public, staff, consultants and contractors.
- 4.5 High quality, professional written communication skills including project report presentation
- 4.6 Computer literate, and able to use Microsoft Word, Excel, Visio and Project to a high standard.



HOW TO APPLY

Applications should be addressed to Justin Hinora. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Justin or Christian Gaszner on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.