

Position Description



Project Controller

Asset Delivery

Reporting to: Program Delivery Manager

Position Purpose

The Project Controller is responsible for adherence to the control processes at a project level, developing, managing and overseeing project controls for all projects across the Asset Delivery Portfolio. This includes analysis of project schedule, cost, risk and reporting.

The Project Controller will lead the creation and ongoing management of project schedules. Responsible for maintenance cost actual and forecasts which align to the project schedules including contingency and puts safety first.

Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Development and Maintenance Project schedules for the Asset Delivery Department including costs for monthly reporting and as required by Project managers
4. Development and Maintenance of the Cost tool for Asset Delivery Projects monthly report and as required by the Project Manager;
5. Assist Project Managers incorporating project budgets and cost breakdown structure into the schedules
6. Monitor and evaluate all stages of the project life cycle to ensure robust cost and schedule performance for Asset Delivery Projects.
7. Facilitate the development strategies for Project recovery plans with the relevant Project team members
8. Ensure compliance with Project Control processes and reporting across Asset Delivery Projects
9. Develop, maintain and provide time-phased forecast costs from the project schedules
10. Assist Project Managers with the Change Management Process for project focused, on time and cost for the projects
11. Provide earned value analysis ensuring the schedule and monthly cost forecasts align
12. Facilitate monthly project reviews and challenge data with stakeholders as required to ensure accurate and robust reporting

13. Facilitate Quantitative Risk Analysis (QRA), including Schedule Risk Analysis (SRA) and Cost Risk Analysis (CRA) for Asset Delivery Projects

Key Challenges

- Integrating schedule, cost and risk updates into a reporting cycle onto a common platform that establishes a single source of truth.
- Capacity to provide strategic, proactive advice towards analysis of the Asset Delivery portfolio.
- Stakeholder engagement and involvement in the data management and reporting of performance metrics across the Asset Delivery Portfolio.

Significant Internal Relationships

Stakeholder	Purpose of Relationship
Project Managers	Point of contact for coordination and reporting
Enterprise Program Management Office & Finance	Point of contact for coordination and reporting
Asset Planning	Pipeline visibility of projects

Significant External Relationships

Stakeholder	Purpose of Relationship
Government Agencies (Consultants, Contractors, MDBA, DPIE etc)	Point of contact for coordination and reporting

Delegations, Financial Accountabilities & Freedom to Act

- As defined in the WaterNSW Financial Delegations as varied from time to time.

WaterNSW Leadership & Performance Competencies

People	Level	
Communicating with Influence	A	<ul style="list-style-type: none"> • Uses information, facts and figures to explain an idea or concept

		<ul style="list-style-type: none"> • Presents information in a clear and structured manner, both verbally and in writing, to ensure a positive response from the audience
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Customer	Level	
Collaboration and Engagement with Customers and Stakeholders	B	<ul style="list-style-type: none"> • Builds and maintains relationships with individuals from other work groups to accomplish shared goals • Adapts approach to meet the needs of a broad range of customers and stakeholders

Business	Level	
Planning and Delivering Results	A	<ul style="list-style-type: none"> • Completes work in a timely manner to expected standards • Identifies issues or roadblocks, looks to solve first and if needed advises upwards • Plans and organises work by drawing on necessary tools and resources • Monitors the progress of plans and deliverables • Identifies more critical and less critical activities; adjusts priorities when appropriate • Displays drive and a clear focus on achieving results
Analysis and Problem Solving	A	<ul style="list-style-type: none"> • Finds and uses information from a variety of sources when solving problems • Diagnoses the root cause of a problem to ensure solutions are effective

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| | | <ul style="list-style-type: none">• Uses logic and common-sense principles to understand problems and identify solutions• Implements solutions within own work |
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Mandatory Candidate Requirements

Qualifications:

- Tertiary qualifications in Engineering and/or Project Management
- Current NSW Drivers Licence

Knowledge:

- Sound working knowledge of project controls methods and techniques
- High proficiency in management systems such as MS Project, D365 and Power BI

Experience:

- Minimum 5 years demonstrated experience in the management of project/program controls across a portfolio of projects, including reporting requirements
- Experience in program management

Favourable Candidate Requirements

- Sound working knowledge of project delivery methodologies such as Prince 2 and PMBOK.

Pre-Employment Checks Required

- Identification
- Qualifications
- Drivers Licence
- Pre-employment Medical – Office based
- Citizenship or Working Visa
- Police Check