

JOB DESCRIPTION

Job Title	Program Manager		
Classification	Technical Coordinator	Position No.	47644
Job Type	Full Time	Duration	Ongoing
Business Unit	Core Operations – Project Delivery Management	Location	Darwin, Northern Territory
Reports to	Senior Program Manager	Reports to P/No.	47652
Inclusion and diversity and Special Measures recruitment plans	<p>Power and Water values diversity. Power and Water encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, click here</p> <p>Under the Agency’s Special Measures recruitment plan eligible Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plan, click here</p>		
Information for Applicants	Applications must include a one-page summary about you, a detailed resume and copies of all relevant tertiary qualifications listed in your application.		
Information about Selected Applicant’s Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for decision. For further information: click here		

PRIMARY OBJECTIVE

Provide high-level program management skills to Power and Water for the management of programs and projects delivery through the entire life cycle from authorisation to handover. Lead and manage programs effectively, ensuring successful delivery within scope, schedule, and budget constraints.

KEY RESPONSIBILITIES

The “WHAT” to be delivered

Program/Project Planning and Execution:

- Develop comprehensive program and project plans (risk management plans, environmental plans, procurement plans etc.) outlining scope, timelines, and resource requirements.
- Lead the execution of program plans, ensuring adherence to quality standards and objectives in accordance with Power and Water's safety, environmental and quality policy, safety principles, corporate values, and strategies.
- Proactively manage changes to scope, schedule, and budget, ensuring alignment with program objectives.

Stakeholder Management:

- Build and maintain strong relationships with stakeholders, ensuring clear communication and alignment on program and project goals.
- Act as the primary point of contact for the program on all matters, providing regular updates and addressing concerns.
- Interact with external suppliers and contractors in accordance with procurement guidelines.
- Communicate changes to stakeholders and facilitate change management processes.

Budget and Resource Management:

- Develop and manage budgets, tracking expenditures and ensure financial compliance.
- Provide regular budget updates to program sponsors and senior leadership.
- Report any potential cost impacts (time, contractor, site changes etc) to relevant personnel.
- Allocate and manage resources effectively, ensuring optimal utilisation and alignment with program priorities.
- Collaborate with resource managers to address resource constraints and optimise program staffing.

Risk Management:

- Identify, assess, and manage program risks, working closely with project teams to develop risk response plans.
- Monitor and communicate program or project risks to stakeholders, providing recommendations for risk mitigation and implement agreed risk reduction strategies.
- Comply with safety regulations, PWC policies, and environmental standards. Ensure personal safety, record non-compliance incidents, and protect the environment.

Quality Assurance and Reporting:

- Implement quality assurance processes to ensure program deliverables meet established standards.
- Conduct regular reviews to assess program progress and quality of deliverables.
- Prepare and present regular program status reports to senior leadership and stakeholders.
- Facilitate program meetings, ensuring effective communication and collaboration among program and PDM team members.

LAST UPDATED: Jul-2024

EMPLOYEE SIGNATURE: _____ DATE: _____



We put PEOPLE first



We value our CUSTOMERS and give them our best



We have PRIDE in ourselves and our work



We work better by working TOGETHER

COMPETENCY PROFILE			
"HOW" to do it (Manager of Team profile - refer to Power and Water's Behavioural Competency Guide)			
Builds effective teams	Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.		
Courage	Stepping up to address difficult issues, saying what needs to be said		
Cultivates innovation	Creating new and better ways for the organisation to be successful.		
Customer focus	Building strong customer relationships and delivering customer-centric solutions		
Directs work	Providing direction, delegating, and removing obstacles to get work done.		
Interpersonal acumen	Relating openly and comfortably with diverse groups of people		
Plans and aligns	Planning and prioritising work to meet commitments aligned with organisational goals.		
Resourcefulness	Securing and deploying resources effectively and efficiently.		
MANAGEMENT RESPONSIBILITIES			
No. of Direct Reports	0	No. of Indirect Reports	0
Key Interactions:	Senior Manager Delivery, Project Managers, Manager Risk & Controls, Quantity Surveyor/Estimator, Master Scheduler, Commercial Manager, Reporting & Analysis Manager, External stakeholders, Customers, Contractors and Suppliers.		

COMPLIANCE	
We expect you to:	
<ul style="list-style-type: none"> Actively align, support and promote Power and Water Corporation's (PWC) Values and support building a constructive workplace culture that celebrates achievement through its people. Carry out duties in accordance with PWC's Safety and Environmental policies and procedures, working towards our goal of Zero Harm Ensure all activities undertaken as a Power and Water employee comply with PWC's Code of Conduct, Management Standards and Procedures, relevant Acts, legal demands and that you manage all your activities and responsibilities within the PWC risk management framework. Pass a job-specific pre-employment medical (if applicable) 	

SELECTION CRITERIA		
	Qualification and Skills	Experience
Essential	<ul style="list-style-type: none"> AQF Certificate III or equivalent competencies in electrical trade, construction, or a related trade qualification, along with relevant knowledge and experience Demonstrated organisational skills in the sourcing of material requirements, contractor requirements and associated internal and external resources. Strong knowledge and application of program/project management methodologies, tools, and techniques (Microsoft Office Product Suite Microsoft Project, Maximo, Scheduler and TRIM or similar) Excellent leadership, communication, and stakeholder management skills. 	<ul style="list-style-type: none"> A minimum of 5 years of engineering infrastructure experience in program management, demonstrating a track record of successful program delivery. Demonstrated ability to organise and deliver works in a utility-based environment.
Desirable	<ul style="list-style-type: none"> Project Management Professional (PMP) or PRINCE2 certification. Knowledge of Northern Territory procedures and standard work practices. A bachelor's degree in a related field (e.g. Engineering, Administration) 	<ul style="list-style-type: none"> Demonstrated ability to plan, form and develop a high performance program team.

FURTHER INFORMATION	
1.	Contact Clifford Stone on 0459 546 181 for further information about the position
2.	Information about Power and Water Corporation may be viewed at powerwater.com.au
3.	The total remuneration package amounts published for this position include base salary, superannuation and annual leave loading and the value of an extra week's annual leave.
4.	An offer of appointment, promotion or transfer for this vacancy is subject to passing a job-specific pre-employment medical examination.

Apply Online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=317979	Approved 18/11/2024
Vacancy Closes: 30/03/2025	Ahmad Mazloum General Manager, Project Delivery Manager



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 - Ensure all activities undertaken as a Power and Water employee comply with Power and Water's **Code of Conduct**, Management Standards and Procedures, relevant Acts, legal demands and that you manage all of your activities and responsibilities within the Power and Water risk management framework
 - Pass a job-specific pre-employment medical (if applicable)

SELECTION CRITERIA		
	Qualification & Skills	Experience
Essential	<ul style="list-style-type: none"> Mandatory minimum 3 or 4 year Science or Engineering degree recognised in Australia. Demonstrated organisational skills in the sourcing of material requirements, contractor requirements and associated internal and external resources. Strong knowledge and application of program/project management methodologies, tools, and techniques (Microsoft Office Product Suite, Microsoft Project, Maximo, Scheduler and TRIM or similar) Excellent leadership, communication, and stakeholder management skills. 	<ul style="list-style-type: none"> A minimum of 5 years of engineering infrastructure experience in program management, demonstrating a track record of successful program delivery. Demonstrated ability to organise and deliver works in a utility-based environment.
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