

POSITION DESCRIPTION

Title:	Project Manager		
Location:	TBA		
Reports to:	Regional Manager		
Purpose:	Delivery of projects in full, on time, safely and on budget, according to customer expectations.		
Direct reports:	0	Indirect reports:	0
Other parameters:	N/A		

1. DUTIES AND RESPONSIBILITIES

Accountabilities

Safety and Risk Management

Indicators of success

- Responsibility for overall project and site safety and risk management on designated projects.
- Full compliance with Delta's health and safety system, policies and relevant legislation.
- Site safety observations, auditing of safety documentation and post-program contractor safety reviews are undertaken to mitigate risk and continuously improve contractor safety performance.
- Project team members held accountable for E,H&S performance.
- Consultation occurs appropriately.
- Contractors and public safety protected.
- Health and Safety KPI targets are achieved.

Employee: _____

Accountabilities

Indicators of success

Project Management

- Thorough project planning is completed including robust safety and risk assessment i.e. JSA's etc.
- Project implementation occurs according to the plan.
- Safety, quality, timeliness and budget targets are met.
- Projects are completed in accordance with design and specifications.
- Project team members are effectively co-ordinated and managed.
- Resources are effectively utilised.
- Day-to-day activities on projects are appropriately managed.
- All financial reporting requirements are adhered to with an appropriate level of transparency – variances are reported proactively on a 'no surprises' basis and negotiated to award as appropriate.
- All commercial requirements are fulfilled (e.g. invoicing, progress payments, supplier payments etc.)
- Risk is identified, assessed, quantified and thereafter managed in accordance with appropriate legislation, policy or good practice.

Contract Management

- Full compliance with Delta's contractor management standards and relevant legislation.
- Contracts are priced on an approved profit margin.
- Management of contracts and assigned staff is efficient and effective.
- Day to day running and administration of projects is effective.
- Job costing and monthly claims are completed.
- Job records are captured and invoicing is correct.
- All revenue and profitability targets, where relevant, are met.
- Risk is identified, assessed, quantified and thereafter managed in accordance with appropriate legislation, policy or good practice.

Employee: _____

Accountabilities

Indicators of success

Customer Focus and Relationship Management

- Works closely with any other appropriate groups or individuals within Delta or the client's organisation to achieve a seamless and efficient interface.
- Behaviour, habits and routines fulfil the Customer Charters of Delta and Aurora Energy or any other client.
- All internal customers and stakeholders are proactively communicated with and reported to on a "no surprises" and constructive basis regarding non-conformances, cost overruns and other issues that arise.
- Positively resolves problems and overcomes challenges to ensure customer needs and expectations are met.
- Fast turnaround of queries, concerns and issues.
- Client expectations, and business needs are understood, enabling projects to be managed to meet their requirements.
- Progress reports are provided.
- Rapport is developed with clients to develop ongoing business.
- Relationship developed with customers to ensure effective project delivery and satisfaction.
- Effective relationships with internal staff, field service teams, contractors, developers, local government, other agencies and end customers.

Leadership and Management

- Organisational policies and procedures are followed.
- Company values and other appropriate behaviours are modelled.
- Staff perform their duties efficiently and work together appropriately.
- Work and resource requirements are planned and scheduled.
- Business and improvement opportunities identified, and with the appropriate internal support, followed through.

Other related duties may be required from time-to-time.

Employee: _____

2. PERSON SPECIFICATION

	Essential	Desirable
Formal Qualifications	<p>Electrical qualification.</p> <p>A current Drivers Licence.</p>	<p>Engineering Qualification.</p> <p>Project Management Qualifications (e.g. PMI/Prince).</p>
Skills and Experience	<p>A history of delivering projects to meet time, quality and budget targets as well as customer expectations.</p> <p>Demonstrated ability to manage, motivate and relate to people at all levels.</p> <p>Experience managing engineering projects within a contracting environment.</p> <p>Ability to write professional documents.</p> <p>Budget preparation and management skills.</p> <p>Risk management knowledge and experience.</p> <p>Knowledge and experience in standard forms of contract (e.g. NZS3910, FIDIC etc.)</p>	<p>Experience managing staff and resources.</p>
Attributes	<p>Takes personal responsibility for the safety of themselves and others.</p> <p>Displays integrity, confidentiality and professionalism.</p> <p>Commercially astute.</p> <p>Excellent communication and relationship development and networking skills.</p> <p>A self-starter, who is both organised and disciplined.</p> <p>Achievement oriented.</p> <p>Works effectively under pressure.</p> <p>A problem solver that manages risk effectively presenting a balanced view of any choice consulting with others as necessary.</p>	<p>At all times models organisational values and focuses on organisational vision.</p> <p>Enthusiastic and positive.</p>

Employee: _____

3. COMPETENCIES

Delta expects the following competencies to be demonstrated:

- A. Manages Safety First:** Ensures a safety culture exists within own area of influence, taking and applying accountability for actions.
- B. Strategic Thinking:** Has a sound knowledge of the company mission, vision, values, and strategy, using these to influence day to day actions. Understands long term trends from a variety of perspectives, taking appropriate action in the light of the information. Aligns actions and plans with the organisational vision.
- C. Customer Orientation and Commercial Acumen:** Is oriented toward meeting the needs of the customer and using feedback to improve services and processes.
- D. Effective Communication:** The ability to communicate effectively requires good listening, speaking and writing skills. Open and honest communication improves the effectiveness of the message and facilitates relationship with colleagues, staff and customers.
- E. Leadership and Collaboration:** The ability to work well with others in a group, to co-operate with and lead others, and to maintain positive working relationships with a diverse group of co-workers, supervisors, subordinates and customers.
- F. Results Driven and Problem Solving:** A strong desire to succeed and to encourage and support colleagues and staff to succeed, by setting challenging goals and targets. Analytical skills are used to build the business and to support problem solving and decision making.
- G. Managing Change:** Guiding the work group through periods of organisational change, while maintaining productivity and staff morale.
- H. Managing and Developing Others:** The ability to develop and maximise employee potential is accomplished through effective performance coaching, empowerment and delegation.

4. OUR VALUES

Do It First

- Hunt new opportunities, wherever they may be
- Think boldly – being prepared to take the first step
- Challenge what we know – new ideas create breakthrough results
- Seek out improvement – there's always a better way for us and our customers

Do It Right

- Do what's right – by each other and our customers
- Step up and make it happen – taking ownership, individually and as a team
- Do what we say we'll do and mean what we say
- Front-foot-it – "prevent" is better than "fix"

Do It Together

- Work together to get the best results – with customers and the team
- Openly share ideas – respecting others' opinions
- Encourage contribution – utilising each other's skills and knowledge
- Look out for each other and have fun on the way

Employee: _____