

FEBRUARY 2024

Position Description

Position Title:	Project Manager
Position Number:	1056
Reporting to:	Executive Project Manager
Location:	Geraldton
Conditions of Employment:	Mid West Ports Authority General Staff Agreement 2021 Level 9

PURPOSE

Reporting to Executive Manager Project, the Project Manager is to be committed to developing and achieving MWPA's integrated business objectives that deliver value to our stakeholders and to ensure effective management systems are used and managed in accordance with legislative requirements and relevant Standards.

The Project Manager is responsible for the management and delivery of projects, coordinating efforts between different projects, and stakeholders to deliver organisational goals.

To ensure compliance the Project Manager will comply with the assurance and project management frameworks across all projects at the level relevant to the project complexity.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
INTEGRATED MANAGEMENT SYSTEMS	<ul style="list-style-type: none"> ▪ Undertake all work within MPWAs: <ul style="list-style-type: none"> - ERP program, supporting financial and procurement management, - Information management systems, OneDrive, and SharePoint - Risk, Compliance, Audit and OH&S system ▪ Work within relevant role specific frameworks and supporting procedures. <ul style="list-style-type: none"> - Project Assurance Framework - Project Management Framework ▪ Relevant MWPA policies and procedures ▪ Across Organisation & Human Resources policies and procedures. <ul style="list-style-type: none"> - Resource and team management through MWPA system requirements
PROJECT ACCOUNTABILITIES	Incumbent will have specific personal performance measurements including but not limited to the following:

	<ul style="list-style-type: none"> ▪ Plan and manage projects across their full life cycle. ▪ Facilitate the definition of the projects scope, goals, and deliverables expanding of the projects scope of work, define tasks and required resources. ▪ Develop, maintain & manage project budgets. ▪ Management of the project team, supporting their needs, and requirements, including both internal and external resources to ensure. ▪ Allocate and manage internal project resources, as required across projects i.e., SMEs, maintenance, and other specialist resources. ▪ Create project schedules, and track deliverables across the project lifecycle. ▪ Lead quality assurance across all project documentations, process, and product development. ▪ Monitor and report on project progress at frequency outlined in the communication management policy or as requested by the project sponsor. ▪ Present & report to stakeholders on progress as well as problems and solutions ▪ Implement and manage change when necessary to meet project outputs ▪ Reporting on project performance to the Executive Project Manager <ul style="list-style-type: none"> - Reporting on projects against the defined KPIs and project performance criteria ▪ Liaising with the Project Sponsor and Project Owner to increase awareness of project and business requirements. ▪ Provide timely and relevant project communications to all stakeholders ▪ Participating in tender and grant application processes, including design, scoping, submission, review, and evaluations. ▪ Support the planning, development, management, and delivery of projects within the MWPA Program, program includes but not limited to, <ul style="list-style-type: none"> - Engineering studies - Asset maintenance refurbishment and remediation projects - Asset condition monitor & reporting - Asset engineering designs and solutions - Capital Works Projects - Major Asset Sustaining Projects - IT and infrastructure implementation Projects ▪ Engage key stakeholders to understand the business needs and support the creation of project management plans that align with the company's strategic objectives. ▪ Monitor project and product quality, ensuring what is being delivered meets customer/stakeholder/sponsor standards <p>Strategic direction to and management of subordinate reports, namely:</p> <ul style="list-style-type: none"> - Project Coordinator
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	<ul style="list-style-type: none"> - Projects Assistant (on assignment)
BUSINESS UNIT ACCOUNTABILITIES	<p>Strategic direction to and management of subordinate reports, namely</p> <ul style="list-style-type: none"> - Project Coordinator <p>Incumbent will have specific strategic performance measurements including but not limited to the following:</p> <ul style="list-style-type: none"> ▪ Contribute to plan and development of infrastructure improvements and efficiencies across the Port ▪ Formulate, manage, and monitor project budgets and plans. ▪ Take leadership in the management and monitoring of Contractor/Service Provider Management Systems, including performance KPI obligations ▪ Manage the project deliverables associated to the relevant project management plan, monitoring, and adapting as needed to deliver benefits to the MWPA ▪ Project performance monitoring and analysis ▪ Identifying opportunities for continual improvement <ul style="list-style-type: none"> - Implement, manage, and report on change initiatives across projects
PEOPLE MANAGEMENT	<ul style="list-style-type: none"> ▪ Plan personnel leave ▪ Program resource management ▪ manage contractor resource management, ensuring teams have the resources they need to complete their tasks.
REPORTING	<ul style="list-style-type: none"> ▪ Prepare monthly performance reports for the CEO, Executives, and key stakeholders as per the Project Communication Management plan
GENERAL	<ul style="list-style-type: none"> ▪ Other duties as directed by MWPA within the skills of the Employee.

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Bachelor's degree, Advanced Diploma, or Diploma in Project Management or Technical discipline
- MBA preferred or equivalent business administration, management, leadership experience in related fields.

DESIRED

- Qualifications/ certifications in PMBOK, Prince2, and Agile and Lean approaches such as Scrum and Kanban
- PMP certification with PMO experience.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- 5+ years' experience as a project manager, across a range of operational and capital projects in an operations environment
- Experiencing working in an engineering, trade and or IT projects environment.
- Experience in the use of Office 365, MS Project, Visio, ERP financial management systems
- Advanced skills set in communication and interpersonal skills, including conflict management and resolution.
- Analytical and strong organisational skills, with excellent verbal and written ability.
- Critical thinking and problem solving
- Excellent decision-making and leadership skills
- Strong business acumen and risk management experience.
- Extensive stakeholder and resource management experience.
- Contract negotiation and management
- Project cost control and financial assessment experience
- Adaptability and flexible in adapting to a changing environment.
- Change management experience.
- Sound knowledge of Workplace Health, Safety and Environment requirements.

DESIRED

- IT Infrastructure and management experience.
- Civil or Mechanical engineering degree is preferred.
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PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required.
- May be required to work outside normal business hours.
- C Class Drivers Licence.
- Expected to undertake any additional training to complement the operations of the port
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment.
- The ability to obtain a Maritime Security Identification Card is a condition of employment.
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE