

POSITION DESCRIPTION

Projects Manager

LOCATION: NEWCASTLE

ROLE PURPOSE

The **Projects Manager** provides expert guidance in the effective management of projects across NCIG, overseeing the justification and execution of the portfolio of business-critical projects related to the ongoing operation and maintenance of NCIG.

As a key member of the Assets and Infrastructure Team, this role is accountable for ensuring that projects are delivered to adequately address the strategic direction and objectives of the business, aligning with the established Project Management Framework (PMF) governance requirements and stakeholder expectations.

The Project delivery team is responsible for ensuring the successful execution of projects in a controlled and structured manner that effectively manages business risk, while delivering scope on time, within budget, and with sustainable integration into ongoing operations.

REPORTING RELATIONSHIPS

Position Reports to:

Manager – Assets and Infrastructure

Roles Reporting to this position:
(D) Direct (ID) Indirect

- Project Engineer(s) (D) & (ID)
- Supervisors / Site Coordinators (Contractor) (D)
- Contracting & Consulting Companies (ID)

Key Stakeholders:

Internal:

- Project Steering Committee
- Executive Leadership Team
- Senior Leadership team
- Manager - Planning & Technology
- Senior Engineers
- Commercial team

External:

- Various suppliers, consultants and contractors

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Major Accountabilities		Measures of Success
1.	Health, Safety and Environment <ul style="list-style-type: none">• Demonstrate leadership across all Health, Safety, and Environment (HS&E) practices.• Contribute to HS&E systems development and implementation. This covers:<ul style="list-style-type: none">– A Safety Management System	<ul style="list-style-type: none">• Proactive and visible leadership across all HS&E practices• Proactive and visible leadership across all HS&E practices.

Major Accountabilities		Measures of Success
	<ul style="list-style-type: none"> - Safe systems of work - Effective induction - Effective auditing systems - Management Leadership <ul style="list-style-type: none"> • Support and actively contribute to NCIG’s broader community and environmental initiatives. • Ensure a risk-based approach is adopted during system/architecture design and development activities which is auditable and demonstrates due diligence. 	<ul style="list-style-type: none"> • Consistent commitment to a zero-harm approach with all Workers, project teams, contractors, and external providers. • Safety-first execution of all works. • Effective utilisation of NCIG’s Safety Management system. • Active participation in HSEC interactions. • Demonstrated auditable compliance with policies, systems, and statutory requirements. • Training and site inductions are maintained and up to date. • Contribution to meeting community expectations and NCIG’s social responsibility objectives • Auditable risk management process during design and development process
2.	<p>People Leadership</p> <ul style="list-style-type: none"> • Role model NCIG’s values and professional behaviours • Be an effective member of the NCIG Assets & Infrastructure Team. • Provide leadership, coordination and management of the project team including team members that do not have direct reporting line to this role for day-to-day activities. • Actively promote and support People programs and initiatives. • Demonstrate People leadership by: Role modelling NCIG’s Values and Professional behaviours. Developing a sense of teamwork. Embedding a team culture of accountability. Effectively communicating business objectives and foster support from key stakeholders. Actively mentoring and coaching to build capability across the team. • Adopt a structured approach to effectively plan and manage change as part of project delivery, to ensure organisational and stakeholder buy-in 	<ul style="list-style-type: none"> • Consistent demonstration of organisational values and leadership behaviours • A high-performing, cohesive team where: <ul style="list-style-type: none"> - Each team member has well-defined responsibilities, accountabilities, and measurable goals - NCIG Values and Behaviours are consistently demonstrated - Business objectives are clearly understood and actively supported by all team members - Team members feel valued, supported and recognised for their contribution • Team members actively engage in: <ul style="list-style-type: none"> - People programs and initiatives - Q Review processes - Career development opportunities - Ongoing training and induction programs • Clearly established communication protocols. • Work co-operatively with project team and other business departments. • Build constructive relationships through the business.

Major Accountabilities		Measures of Success
	<p>and readiness as part of successful implementation.</p> <ul style="list-style-type: none"> • Maintain and build relationships with other NCIG team members and relevant contract personnel. • Influence key stakeholders for buy-in and engagement. • Create a team environment where members are actively involved and motivated to achieve the desired project outcomes. • Establish appropriate resource levels to effectively deliver projects in accordance with the needs of the business. 	<ul style="list-style-type: none"> • Effectively communicate and engage with the business around the strategic direction and objectives associated with business-critical project delivery. • Project resourcing is established in a flexible manner to deliver the project objectives.
3.	<p>Budget & Business Planning</p> <ul style="list-style-type: none"> • Manage the detailed scoping, estimating and scheduling of major projects in the life of terminal R&M plan over the relevant timeframe to inform the budget and business planning process. • Contribute to the overall strategic direction of the business by ensuring projects are planned to mitigate key business risks in a timely and cost-effective manner. • Implement and execute strategies to control project budgets and forecasting. • Cost forecasting and monitoring is undertaken to ensure accurate project costs are established as projects advance their life cycle. • Develop detailed scopes, execution plans including schedules and cash flow estimates for inclusion in the NCIG annual budget and business planning process. 	<ul style="list-style-type: none"> • Project portfolio budgets are well understood and stable. • The life of terminal R&M plan includes an appropriately scoped and detailed major project plan • Key business risks are effectively managed for planned and executed projects • Clear and concise identification of budget requirements -scope, cost, quality, resources and schedule • Variance tracking follow up and reporting including change control analysis. • Routine cost forecasting is undertaken, and total project costs updated.
4.	<p>Project Management</p> <ul style="list-style-type: none"> • Ownership and accountability for successful end to end delivery of several simultaneous, major initiatives. • Manage justification and execution aspects of a portfolio of business-critical projects to ensure 	<ul style="list-style-type: none"> • Management and completion of the rolling major projects planned in the R&M budget according to schedule, budget, scope and safety expectations. • Projects are delivered in accordance with best practice in the following areas: <ul style="list-style-type: none"> – Management & governance – Stakeholder management

Major Accountabilities		Measures of Success
	<p>the overall program delivers agreed objectives and business benefits.</p> <ul style="list-style-type: none"> • Manage day to day project activities and project delivery teams. • Work closely with project owners and other key stakeholders to define project success criteria, business requirements and quality specifications. • Monitor, track and control project and program risks, dependencies, critical path deliverables and resolve conflicts/issues as they arise. • Manage the project planning & delivery by self and by others including cost, schedule, scope and performance accountability. • Co-ordinate the interfaces between the technical, maintenance, HSEC, commercial and regulatory activities required for the successful delivery of the project objectives. • Report project progress routinely in written and verbal forms to the steering committee and other relevant stakeholders for the project, including preparation of monthly project status reports. 	<ul style="list-style-type: none"> – Project HS&E – Project controls – Technical & engineering – Procurement & contract management – Implementation & construction – Commissioning & handover
5.	<p>Contractor & Stakeholder Management</p> <ul style="list-style-type: none"> • Manage contractors in a cost-effective manner with a focus on health, safety and environmental compliance. • Contractors are integrated into the project team and are held to account for the delivery of the project objectives. • Identify the key stakeholders and analyse their needs and contribution for each project. Liaise closely with these stakeholders to ensure that they are integrated throughout the delivery of the project. • Communication and regular progress updates are provided to stakeholders. 	<ul style="list-style-type: none"> • Contractor performance allows for the delivery of project objectives. • Stakeholders are adequately informed through the project delivery. • Projects are supported and integrated into the business. • Contracts are administered in accordance with the requirements set out in the contract.

Major Accountabilities		Measures of Success
6.	<p>Project Management Framework (PMF) Champion</p> <ul style="list-style-type: none"> • Work closely with the Manager – Planning & Technology to facilitate project governance processes. • Champion the PMF and associated tools and be the recognised business leader for project delivery. • Participate in regular audits, reviews and updates of the PMF with key stakeholders to improve the processes and tools associated with project delivery. • Coach and advise Project Owners and Project Managers around their roles and responsibilities associated with project delivery. 	<ul style="list-style-type: none"> • The Project Management Framework artifacts are kept up to date and changes are adequately communicated. • Stakeholders utilised the PMF and understand what value is added by utilising it.

SKILLS, EXPERIENCE & QUALIFICATIONS

- Tertiary qualifications in Project Management, Engineering, Construction Management, or related discipline.
- Extensive project management experience within construction or heavy industry
- Demonstrated delivery of multi discipline business critical projects in an operational environment
- Extensive experience utilising modern project management tools and techniques including cost management
- Experience in leading, motivating, developing and influencing stakeholders
- Strong written communication skills both written and verbal, with the ability to produce clear reports, presentations and other documentations for all levels of leadership.
- Up to date knowledge of relevant legislative and regulatory requirements
- Demonstrated commitment to safety leadership and demonstrated achievement in HSEC management.

PERSONAL ATTRIBUTES

- Management and leadership skills
- Strong analytical and problem-solving skills
- Well-developed communication, negotiation, conflict resolution and influencing skills
- Superior planning and organisational skills with the ability to manage competing priorities across multiple projects
- Respect amongst peer group
- Integrity
- Action oriented
- Collaborative team player who builds trust and constructive working relationships across diverse teams.
- Business and commercial acumen

VALUES & BEHAVIOUR

At NCIG, our values are the principles that guide how we live, work and make decisions every day. Our values shape our culture, inform our behaviours, and are reflected in the way we interact with each other, our partners and the community.



we *care*, every day

**Our, people,
customers and
community matter to
us**



we're *proud* of what we do

**Our expertise and
commitment deliver
results**



great today, *better* tomorrow

**Always embracing
change
to improve**



together we are NCIG

**Love our work
and succeed as a team**