



## TASMANIAN PORTS CORPORATION PTY LTD

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Senior Project Controller (Cost)
<b>REPORTS TO:</b>	Program Services Coordinator, Major Projects
<b>DIVISION:</b>	Major Projects, Assets and Technical Services
<b>LOCATION:</b>	Hobart
<b>CONDITIONS:</b>	TasPorts Enterprise Agreement 2022 (or its successor) Administration and Technical Services Level 6 Full-time Fixed Term

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#### PURPOSE OF THE POSITION

To provide a range of complex cost control services to support the effective, efficient, and consistent program and project delivery of TasPorts major projects.

#### KEY DUTIES

- Conduct or contribute to complex project performance analysis, review, and report both Schedule/SPI, Cost/CPI and undertake earned value trend analysis and variance reporting.
- Undertake project finance modeling, reviews, updates, and assurance throughout the project.
- Resolve issues and provide guidance to project director, program manager and project managers as required.
- Provide specialist technical support to external project quantity surveyors and financial advisors.
- Coach and mentor, the Project Coordinator Major Projects to ensure that they are sufficiently supported and trained in the projects and systems.
- Undertake financial and accounting activities for the project including journals, forecasting, budgeting, and reporting.
- Manage and verify program and project financial and time phase data across multiple project and business systems.
- Develop and implement improvements for complex processes across multiple systems and programs, including training where required.
- Review, assess and compare cost and schedule tender and contract claims.
- Provide expert advice and support to project managers to ensure transparency around project and contract budgets and forecasts.
- Raise, manage, and process purchase orders and invoices in accordance with Contract Management procedures and TasPorts systems.
- Communicate financial matters with project teams to business units and executives.
- Forecast project spending and provide monthly actuals on work performed.
- Monitor and audit reports to ensure accuracy.
- Generate project/contract finance status reports and summaries.
- Development and maintenance/updating of internal and external reports and contract deliverables.
- Implementing Earned Value or other costs and schedule performance tracking Management Plans
- Attend departmental meetings including procurement/construction meetings with contractors.
- Assist and support the startup of all new projects from a quality and cost control perspective
- Ensure compliance to PgMP & Cost Management System requirements for cost and at times schedule.
- Assist Programme and Project Managers with the collation cost control, monitoring, and comparisons in line with the Project Management Methodology.
- Interface with all client groups across the project on day-to-day cost issues.
- Setup processes and procedures to ensure the efficient data flow into and out of the project and financial systems and monitor performance of the group.

- New Staff Inductions and training where required.
- Other administration and housekeeping functions as required.

### **LEVEL OF RESPONSIBILITY / ACCOUNTABILITY**

This is a key position in the Major Projects team, reporting to the Programme Services Coordinator, Major Projects, the incumbent should possess the skills and abilities to undertake a high level of technical expertise in systems, cost control and process management. The incumbent should have strong communication skills with internal and external stakeholders, have excellent planning and high-level organisational skills. This position is required to work autonomously and with other TasPorts teams, peers and project teams to deliver high quality outcomes.

#### **TasPorts Health, Safety and Environment Responsibility and Authority**

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

#### **Supervisory Responsibility**

Direct Reports: 0

### **KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)**

1. Minimum 2-4 years in a field dealing with infrastructure-based projects such as energy or construction relating to projects more than \$100M.
2. Strong analytical skills, including demonstrated experience with managing, analysing, and interpreting large data sets, and able to develop spreadsheets or tools suitable for analysing and summarising results.
3. In depth knowledge managing projects including controlling resources, schedules, and budgets.
4. Experience in quantity surveying and/or developing cost plans and financial forecasts.
5. Experience in monitoring or developing complex project schedules and plans.
6. Experience in setting up or modifying project/financial reporting systems to suit changing business requirements.
7. Experience in implementing data governance practices within business/operational teams.
8. Detail oriented with strong time management and project management skills.
9. Demonstrated ability to interact with executive management.
10. Strong computer and systems skills, in particular proficiency in project management systems.
11. Proven ability to resolve complex problems and identify appropriate solutions using sound research, analytical and conceptual skills.
12. Strong interpersonal and conflict resolution skills with the ability to build and maintain effective relationships with a diverse range of employees and stakeholders.
13. High level report writing skills with the ability to effectively communicate both verbally and in writing.
14. Thorough awareness and understanding of WHS and environment policies.

### **QUALIFICATIONS**

#### *Essential*

- Tertiary qualifications in business, project management or similar.
- Ability to acquire a Marine Security Identification Card (MSIC)

#### *Desirable*

- *Current Drivers Licence*