



**SENIOR PROJECT MANAGER (ELECTRICAL)**

**JOB & PERSON SPECIFICATION**

**JUNE 2019**

ROLE TITLE: Senior Project Manager (Electrical)		REPORTS TO: Team Leader Projects
ORGANISATIONAL OVERVIEW:  Our Core Purpose: <i>Bringing energy to the community</i>  <b>Our Vision, or 'Ideal'</b> <i>Best Infrastructure company linking Australia</i>  Our Culture – we aspire to: <ul style="list-style-type: none"> <li>• Be creative, think beyond</li> <li>• Be brave, speak up</li> <li>• Be a team, deliver together</li> <li>• Be mindful, we care</li> </ul> <p>SEA Gas is a gas transmission business based in Adelaide, which owns and operates the SEA Gas pipeline (connecting Port Campbell, Victoria, to Adelaide, South Australia) and the Mortlake Pipeline (connecting Iona storage facility to Mortlake, Victoria). The pipeline system delivers gas to gas fired power stations and to meet industrial, commercial and domestic needs in Adelaide, Victoria and regional centres.</p> <p>The organisation manages, operates and maintains approximately 800km of high pressure natural gas pipelines, two compressor stations and receipt and delivery facilities.</p>		FUNCTION OVERVIEW:  The Senior Project Manager (Electrical) reports to the Team Leader Projects, who in turn reports to the Head of Asset Management and is accountable the day to day management of assigned work related primarily to capital, integrity and maintenance projects and programs of work on Assets.  More specifically, this role is required to deliver: <ul style="list-style-type: none"> <li>• Integrity, Expansion &amp; Operational Projects</li> <li>• Project Risk Management</li> <li>• Engineering oversight</li> <li>• Procurement of materials and services for project</li> <li>• Quality Managements</li> <li>• Engineering Change Management</li> <li>• Management of project budgets, schedules and reporting</li> <li>• Appropriate Operations Handover</li> </ul> <p>The role will also be required to provide technical support for other Asset Management matters that may arise.</p> <p>PROJECT TEAM OVERVIEW:          The purpose of the Projects Team is for the day-to-day management of capital, integrity and maintenance projects and to manage maintenance programs of work on Assets:</p> <ul style="list-style-type: none"> <li>• in compliance with all SEA Gas safety and environmental policies, procedures, plans and practices;</li> <li>• in compliance with applicable standards and contractual, statutory and licensing requirements;</li> <li>• effectively and efficiently.</li> </ul> <p>The work of the Projects Team shall include:</p> <ul style="list-style-type: none"> <li>• planning and delivery of pipeline integrity projects, capital upgrades and improvements and major operational replacement programs in accordance with the Asset Management Plan;</li> <li>• preparation of project reports and project budget management;</li> <li>• providing feedback from projects for future Asset Management Planning;</li> <li>• compliance with the requirements of AS 2885;</li> <li>• establishing and monitoring the performance of project management tools related to thefor the safe and efficient execution of projects management;</li> <li>• development and maintenance of project management systems, through working with the IT Manager.</li> </ul>
LOCATION:	Adelaide	TOTAL NO. OF EMPLOYEES IN ORGANISATION: 40 EMPLOYEES IN BUSINESS UNIT: 11

<p><b>ROLE PURPOSE</b></p> <p>Specific accountabilities include:</p> <ul style="list-style-type: none"> <li>▪ To be responsible, as required, for the management of capital expansion projects, maintenance projects and upgrades and for the efficient and effective management of contracted engineering and other services.</li> <li>▪ To ensure all project work is carried out in compliance with statutory requirements, standards, contractual obligations, SEA Gas safety and environmental policies, procedures and practices.</li> <li>▪ To provide project management support, as required, for new business opportunities.</li> <li>▪ To establish and develop necessary project plans and procedures to ensure the safe, timely, efficient and effective delivery of projects.</li> <li>▪ To prepare work instructions for the execution of project works.</li> <li>▪ To prepare information for regulatory approvals and notifications for projects.</li> <li>▪ To manage the procurement of materials and services for projects, including selection of materials for hazardous areas.</li> <li>▪ To apply engineering change management to projects, as may be required.</li> <li>▪ To maintain an oversight of project costs and ensure appropriate approvals for expenditure and accurate invoicing for recoverable projects.</li> <li>▪ To review project quality records and ensure that they comply with statutory requirements and the requirements of standards.</li> <li>▪ Hazardous area dossier compilation in accordance with AS/NZS 60078.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To effectively manage the handover to operations of any new facilities and to monitor the operational performance of the facilities during early operations to ensure effective management of defects during the defects liability period.</li> <li>▪ <b>To act as SEA Gas' representative, and interface with third parties</b> to ensure that the construction of assets for SEA Gas by third parties is in compliance with SEA Gas' safety, quality and environmental management policies, Australian Standards and contractual obligations.</li> <li>▪ To manage upgrades of operations software and equipment, which may include SCADA, RTUs, HMIs and PLCs, as required.</li> <li>▪ To manage pipeline inspection programs, as required, which may include equipment in hazardous areas, gas quality monitoring equipment and control valves.</li> <li>▪ To provide input and expertise on technical matters within your area of competence, as requested.</li> <li>▪ To provide feedback from projects for future Asset Management Planning</li> <li>▪ To provide technical support to improve scope and procedures for electrical equipment maintenance, critical function testing and verification of SIL requirements.</li> <li>▪ To assist in the production, presentation and control of the Asset Management, as required.</li> <li>▪ To represent SEA Gas in engineering and/or technical matters to external parties and industry bodies.</li> <li>▪ To provide timely and relevant reports on all matters within the role.</li> </ul>
<p><b>DIRECT REPORTS:</b> Nil</p>	<p><b>SERVICE PROVIDER CONTRACTS UNDER MANAGEMENT:</b> 2-5</p>
<p><b>KEY WORKING RELATIONSHIPS</b></p> <p>Internal</p> <ul style="list-style-type: none"> <li>▪ Head of Asset Management</li> <li>▪ Head of Operations</li> <li>▪ Engineering Team</li> <li>▪ Operations Team</li> <li>▪ HSE Manager</li> <li>▪ Finance Team</li> <li>▪ Business Development Team</li> <li>▪ IT Manager</li> </ul>	<p>External</p> <ul style="list-style-type: none"> <li>▪ General Public</li> <li>▪ Technical Regulator</li> <li>▪ Contractors / Consultants</li> <li>▪ Customers</li> <li>▪ Maintenance Service Providers</li> </ul>
<p><b>OPERATIONAL AND STAY IN BUSINESS CAPITAL EXPENDITURE BUDGET:</b> N/A</p>	<p><b>CAPITAL EMPLOYED:</b> Approximately 800km transmission system infrastructure, including 2 compressor stations, replacement value \$1 billion.</p>

FUNCTIONAL ACCOUNTABILITIES	
1. STRATEGIC	<ul style="list-style-type: none"> <li>▪ Provide accurate information on which informed business decisions may be made.</li> <li>▪ Identify and table new ways of improving efficiency in the delivery of projects or the provision of maintenance.</li> </ul>
2. FINANCIAL	<ul style="list-style-type: none"> <li>▪ Adhere to all internal financial processes, delegations of authority and policies including approvals and processing procedures.</li> <li>▪ Ensure expenditure under control is optimised to contribute to maximisation of business profit.</li> <li>▪ Play an active role in developing and monitoring the projects team budget.</li> <li>▪ Manage project budgets within approved parameters.</li> </ul>
3. PEOPLE	<ul style="list-style-type: none"> <li>▪ Drive effective communication with both internal and external stakeholders.</li> <li>▪ Role model SEA Gas behaviours.</li> </ul>
4. CUSTOMER	<ul style="list-style-type: none"> <li>▪ Responsible for contributing to the business customer service offer and delivery.</li> <li>▪ Develop effective and proactive working relationships with all internal clients.</li> <li>▪ Ensure internal client offerings meet and/or exceed customer needs and manage expectations.</li> <li>▪ Develop professional relationships with external stakeholders as required.</li> <li>▪ Contribute to high levels of customer satisfaction.</li> </ul>
5. SYSTEMS / PROCESSES	<ul style="list-style-type: none"> <li>▪ Comply with business processes, systems and policies.</li> <li>▪ Contribute to development and improvement of project management systems to drive efficiency.</li> </ul>
6. STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> <li>▪ Manage relevant stakeholder issues and concerns proactively.</li> <li>▪ Maintain the good reputation of SEA Gas.</li> <li>▪ Develop strong intra-business relationships and understanding to facilitate effective internal partnering.</li> </ul>
7. HEALTH, SAFETY & ENVIRONMENT (HSE)	<ul style="list-style-type: none"> <li>▪ Comply with all HS&amp;E policies, procedures and practices as articulated in the SEA Gas HSE system.</li> <li>▪ Actively promote and lead the safety effort through personal involvement.</li> <li>▪ Comply with section HS&amp;E reporting requirements.</li> <li>▪ Support and Implement HS&amp;E initiatives and processes within Projects and contribute to business implementation.</li> </ul>

PERSON SPECIFICATIONS

TECHNICAL / PROFESSIONAL EXPERTISE Requisite Skills	Requisite Experience & Qualifications (Essential & Preferred)
<p>Project Management</p> <ul style="list-style-type: none"> <li>▪ Proven ability to manage technical projects;</li> <li>▪ Demonstrated ability to negotiate and manage technical contracts;</li> <li>▪ Project scheduling;</li> <li>▪ Risk Management;</li> <li>▪ Understanding of quality management systems;</li> <li>▪ Preparation of project cost reports;</li> <li>▪ High level problem solving ability;</li> <li>▪ Ability to work autonomously and as part of a team when required;</li> <li>▪ Ability to interact professionally with peers, colleagues and both internal and external stakeholders;</li> <li>▪ Flexibility and strong time management skills;</li> <li>▪ Ability to manage multiple tasks under pressure; and</li> <li>▪ Self-motivated and driven to deliver projects on time and budget.</li> </ul> <p>Technical</p> <ul style="list-style-type: none"> <li>▪ A solid understanding of the main aspects of pipeline construction and operations.</li> <li>▪ Technical report writing and ability to communicate effectively both verbally and in writing;</li> <li>▪ Capable of communicating effectively with specialist Instrument and Control technicians, engineers and other technical specialists;</li> <li>▪ Demonstrated analytical and diagnostic skills;</li> <li>▪ HAZOP, CHAZOP, SIS and SIL determinations;</li> <li>▪ ESD and safety system architecture;</li> <li>▪ Ability to specify, select and produce datasheets for a range of measurement transmitters;</li> <li>▪ Experience in managing the installation of equipment in hazardous areas and preparation of hazardous area dossiers;</li> <li>▪ A sound knowledge of gas quality monitoring equipment design and maintenance;</li> <li>▪ An understanding of the design, calibration and maintenance of fiscal metering systems;</li> <li>▪ Knowledge of control valve and actuator operation, tuning and maintenance;</li> <li>▪ An understanding of SCADA systems, RTUs and voice and data communications systems;</li> <li>▪ Ability to manage a power supply project;</li> <li>▪ Ability to recognise issues conduct Root Cause Analyses and implement corrective action;</li> <li>▪ Driver of innovation and continuous improvement;</li> <li>▪ Demonstrated ability in the application of Australian Standards, codes and legislation within industry; and</li> <li>▪ Demonstrated high level of computer literacy (inc. Microsoft Office and relevant technical software).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous Project Management experience in pipelines or pressure equipment (minimum 5 years);</li> <li>▪ Engineering qualifications (electrical) enabling membership of the institute of Engineers Australia (Essential);</li> <li>▪ Project Management qualifications</li> <li>▪ Hazardous area equipment selection and inspection; and</li> <li>▪ Current Manual <b>Driver's</b> Licence.</li> </ul>

## CORE BEHAVIOURS

1. Commitment to Safety
  - Observes & practises safe & environmentally acceptable work methods.
  - Maintains awareness of changes to safety policies & procedures.
  - Contributes positively to a safe and fair work environment.
2. Ethics & Values
  - Encourages alignment and disapproves of unaligned behaviours.
  - Makes ethically sound decisions.
  - Is regarded as open and honest in all dealings.
3. Teamwork and Communication
  - Communicates clearly, accurately and persuasively.
  - Shares information openly with the team, listening to and inviting views of others.
  - Cultivates productive working relationships across teams.
  - Develops rapport and trust with colleagues and customers.
4. Customer Focus
  - Identifies and understands customer needs (internal and external).
  - Takes personal responsibility for delivering customer service standards.
  - Strives for continuous improvement in service delivery.
5. Commercial Orientation
  - Understands the commercial drivers of the business.
  - Makes decisions based on/in consideration of commercial and financial impact.
6. Results Focus
  - Strives to improve personal & business performance.
  - Demonstrates commitment to company objectives.
  - Uses initiative to problem solve and sees tasks through to completion.
  - Follows through on commitments made, taking responsibility for own actions.
7. Adaptability
  - Demonstrates a flexible approach to change.
  - Generates, promotes and supports the implementation of new ideas/approaches.
  - Adapts quickly and effectively to changing demands.
8. Living our Aspirations
  - Demonstrates behaviour consistent with our cultural aspirations:
    - Be creative, think beyond
    - Be brave, speak up
    - Be a team, deliver together
    - Be mindful, we care



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call Lucy Dinnison-Mitchell or Christian Gaszner on (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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