



Position Description
Project Manager

Who We Are

Since its inception in 2003 Controlworks has grown to become a leader in building automation and energy management solutions across Australia and New Zealand.

Controlworks designs, commissions and installs systems and products based on open and interoperable communication protocols.

Our focus is on sustainability, efficiency, optimising project outcomes which leads to meeting and exceeding client expectations and ensuring our position as innovator and deliverer of interconnected intelligent buildings and HPMV solutions.

Due to our team, our systems, our track record as an independent Systems Integrator and our ability to keep at the forefront of technology ensures that Controlworks will continue to offer leading edge technology solutions for energy efficiency and comfort that results in lower maintenance and energy costs.

Reporting and Organisation Structure

This position reports to the Operations Director. The position is responsible for Project Delivery.

Project Manager – Operational Management Accountability

Rules of Engagement Operational Management

- Communicate the Controlworks and Powerlink group business strategy and determine the tactics necessary to achieve the business strategy
- Implement the Vision, Corporate culture and Leadership standards and values
- Implement company-wide policy, frameworks, systems and standards and develop consistent department specific policy framework and systems
- Participate in Company wide reviews and audits. Undertake departmental audits and review. Produce reports as required
- Implement best practice and set Departmental guidelines
- Educate and train/mentor
- Implement Controlworks internal and external stakeholder engagement as per companywide guidelines
- Champion and communicate the Controlworks and Powerlink group brand
- Identify SME (Subject Matter Expert) support to Departmental Processes
- Implement Risk Management, Quality, Health and Safety standards and ensure Risk mitigation



Competencies

All roles within Controlworks have a number of core competencies that are pre-requisite. The incumbent is responsible to ensure that their competencies, qualifications, knowledge of relevant Controlworks systems and processes and certification are kept current. The incumbent is also required to ensure that they keep up to date with technological and industry developments.

Controlworks, in accordance with policies, will support obtaining and maintaining competencies.

The competencies for the Project Manager are:

- Validate and refine project scope to facilitate efficient and effective implementation;
- Prepare budgets based on scope and resource requirements;
- Track project costs to meet or improve on as sold budgets;
- Develop and manage a detailed project schedule and work breakdown structure;
- Provide project status reporting on a consistent basis to appropriate stakeholder;
- Utilise Controlworks processes and industry best practices, techniques, and standards throughout entire project;
- Measure and adjust project delivery to attain key success criteria metrics;
 - Client relations and interpersonal skills;
 - Key Account Management;
 - Continuous Improvement of project management process;
 - Detailed knowledge of the commercial and financial components of Controlworks Projects;
 - The ability to distil the message and to explain the complex in terms that are understood by stakeholders; and
 - Management of the project delivery team in accordance with Controlworks processes and systems.



Primary Responsibilities

Project Management

- Project Integration Management; coordinating people, material and processes.
- Scope Management; define, manage scope and variations.
- Time Management; delivery of the project on or ahead of time, minimise disruptions and distractions.
- Cost Management; determine costs, forecast cash flows, contingency and timely billing.

Project Stakeholder Management

The management of the relationship with suppliers and clients, to minimise miscommunication and manage expectations.



Account Growth and Innovation

Assisting the clients to upgrade services in accordance with efficiency and technological developments to best meet their needs.

Management

Manage team, objectives and deliverables and report on such as required. Engage across the business to ensure that management processes are streamlined and consistent with the boarder business objectives.

Supplier Management

Manage suppliers to ensure best outcomes for Controlworks and the supplier.