

<b>Position Title</b>	<b>Project Planning Manager - Construction</b>
<b>Reports to</b>	<b>Project Controls Manager - Construction</b>
<b>Location</b>	<b>Brisbane with frequent travel Project sites</b>

## About Windlab

Windlab Pty Ltd (“Windlab”) is a global renewable energy development company owned by Squadron Energy and Federation Asset Management.

It was established to commercialise world leading atmospheric modelling and wind energy assessment technology, developed by Australia’s premier scientific research institute, the CSIRO. Windlab owns and exclusively utilises this suite of industry best practice tools to identify and efficiently develop, finance, construct and operate high quality wind farms around the world, with considerably greater certainty and substantially less risk.

This technological advantage has enabled Windlab to amass a portfolio of high quality wind farm development sites totalling 7,406 MW of potential capacity. Windlab has completed the development of 1,093 MW of capacity across three continents and currently manages over \$1 billion of operating wind, solar and hybrid assets in Australia.

Windlab is currently in a growth phase with a number of projects moving to construction in 2021/22. These projects are managed via both principal contractor and split contractor arrangements.

## Position Summary

This is a new role within Windlab and will shape the project planning function within the business.

The need arises as Windlab is intends to construct projects using a split contract model.

The project planner will assume responsibility for programme and risk management of the project as well as overall project reporting.

They will also contribute to the improvement of project management methods and processes within the Construction Business.

## Job Description

### Key Responsibilities

- To manage the project programme required to deliver a cross functional engineering project.
- To support the project with progress reporting including schedule updates, variance identification and opportunities for improvement.

### Accountabilities

- Provide project programme management, including baseline schedule development and management, performance status and reporting, baseline change control, earned value management guidance and tools.
- Integration of the various contractor programmes in an overall project programme
- Support programme integration, governance, formats, plan optimisation, and project controls best practices.
- Support the development of integrated master schedules for specific programmes in Primavera and/or Microsoft Project that reflect all interface milestones and activity durations from multiple contractors’ schedules and feed changes to the integrated master schedule.
- Monitor and control programme compliance in respect of the various contractual obligations

## **Responsibilities**

In discharging these responsibilities, they are responsible for:

- Produce weekly / monthly reports in line with the project and company reporting calendar, providing details on progress, actuals, forecast and explanation of variances.
- Ensure that project controls processes are consistently applied across the project.
- Support and advise on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects
- Support the development of requirements for specific resource-loaded schedules.
- Work closely with the team members to maximise the potential of the project

## **Qualifications**

- 10 years of experience in construction planning/scheduling, preferably in renewable energy industries
- Ability to lead project planning effort within an operational area of the business to meet organizational objectives
- Comprehensive understanding of Work Breakdown Structure and project Coding structures
- Understanding of risk management
- Demonstrated problem solving ability in cross-functional environment.
- Advanced MS Excel.
- Advanced software systems and packages including Primavera P6
- Ability to work within a high-performance, cross-functional organization with extremely tight timelines and aggressive goals.
- An experienced user of the relevant Programme tools, techniques
- Experience in the implementation of Earned Value Management based Project Control systems, in accordance with relevant national standards
- Computer literate & experienced in Microsoft Office applications.

## **Key Result Areas**

- Delivery of project reports that accurately reflect the project status
- Production of opportunity and risk reports with appropriate assessments and recommendations
- All safety, time, cost and quality KPI's of the project are met.
- Contribution to the improvement of project management methods and processes within the Construction Business.

## **Selection Criteria**

### **Achieve Results**

The ability to focus an activity toward the achievement that brings value to the project and Windlab.

### **Organization and Planning**

The ability to identify, evaluate and program what actions must be completed in order to reach a certain goal, how to carry out those actions and what necessary resources are required to achieve the final objective.

### **Quality Management**

Be familiar with procedures and contribute to carrying them out, and set the example for fulfilling, disseminating and improving processes and procedures by applying his/her professional knowledge.

### **Initiative and Innovation**

The ability to act in a proactive manner, anticipating needs, identifying opportunities and taking calculated risks. Ability to proactively introduce new and creative approaches to activities, work processes, and products, as well as improving the vision of existing work methods.

### **Teamwork**

The ability to cooperate with others, within and outside the team, establishing an efficient



work relationship and fluid communication that will contribute to the achievement of objectives.

### **Communication**

The ability to express ideas, in a clear and convincing manner, listening and being receptive to the proposals of others as well as the ability to turn said ideas into documents and reports. Ability to present ideas before groups or organizations and obtain their commitment.

### **Benefits:**

- Work for a respected Australian company
- Work in renewable energy
- Be part of the global energy change solution

### **Applications**

A short covering letter and CV addressing the selection criteria should be sent to:

[recruitment@windlab.com](mailto:recruitment@windlab.com)

Early application is encouraged as applications will be considered on as-received basis. Preferred start date should be stated in the application.