

Position Title	Project Delivery Manager
Business Unit	Commercial
Manager	General Manager Commercial
Direct Reports	N/A
Location	Melbourne, Australia
Role type	1.0 FTE
Significant relationships	Develops and maintains a productive working relationship with internal subject matter experts and key clients to deliver commercial outcomes Works closely with the Finance team on time recording and invoicing

Position purpose

The Project Delivery Manager operates globally and is responsible for developing and implementing commercial strategies to achieve fee for service revenue targets.

Key responsibilities

- Set commercial guidelines, processes, policies and pricing in consultation with General Manager Commercial
- Review fee for service scoping documents and work with internal and external parties to develop into proposals, including resource allocation, pricing and key commercial terms
- Translate proposals into commercial contracts and facilitate contract sign off in accordance with GCCSI policies and procedures
- Appoint resources to deliver contract outcomes, ensuring efficient and effective resource utilisation
- Monitor contract performance and compliance, escalating scope, budget, quality, timeline issues appropriately
- Prepare milestone reporting, both internal (time allocations against project milestones) and client reporting in accordance with contract
- Deliver contracts on time, on budget, and within scope
- Conduct end of contract review; work with internal stakeholders to drive continuous process improvement and efficiency
- Facilitate business planning process
- Prepare business plans for new business opportunities

Skills and experience

Essential

- Relevant experience, ideally a global consulting or engineering organisation with a matrix structure
- Comprehensive understanding of commercial negotiations, tendering and contract management
- Strong project management capability using recognised methodology
- Strong financial modelling and analytical skills
- Experience managing teams to a planned outcome
- Prior experience in stakeholder management
- Relevant tertiary qualification

Desirable

- Knowledge of the energy and climate change landscape and CCS fundamentals

Values

Our Values define our culture and guide us internally in our day-to-day work. Each Value is supported by examples of positive and negative behaviours. These are examples only and not an exhaustive list of supporting behaviours.

<p>Quality - We strive for excellence in all that we do. For our Members and clients, we are a trusted, knowledgeable and responsive partner known for exceptional advice and service delivery.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Achieves high standards — Improves the way things are done — Work is accurate and timely — 'Gets under the skin' of issues and seeks ways to add value — Uses systems effectively e.g. CRM — Allocates resources appropriately towards achievement of the Institute's objectives — Shows awareness of task interdependencies and monitors tasks to ensure optimal results 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Misses deadlines — Produces limited or poor quality work output — Work includes inaccuracies or errors — Unresponsive to requests or responses not timely — Provides only what is asked for, without considering requests within broader context — Uninterested in needs of others or improving service performance — Focuses on tasks in isolation, at the expense of other work
<p>Collaboration - We work cooperatively with colleagues, clients and Members. Our teamwork goes beyond organisational and geographic boundaries to achieve exceptional results.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Proactively and genuinely collaborates with others as a normal way of working — Actively engages with others on their input — Considers a range of perspectives before reaching a conclusion — Approachable and shares information willingly — Actively participates in discussions and is appropriately assertive and sensitive in expressing own opinion — Communicates effectively via appropriate channels — Communicates appropriately for the audience and situation 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Works in isolation, in silos or competitively — Unwilling to collaborate or share information — Limited or no communication to manage expectations — Solicits input late, after a decision has been made or not at all — Feels threatened by those with greater or different knowledge or experience — Undervalues expertise of others — Communication is not tailored to the audience — Unable to convey complex information simply — Communication is ineffective or culturally inappropriate
<p>Integrity - We hold ourselves and each other to the highest standards in all we do and say. Our actions and communications are Member and client-responsive, socially, environmentally and economically responsible, ethical and respectful of diversity.</p>	
<p>Positive behaviour examples</p> <ul style="list-style-type: none"> — Complies with Institute policies and procedures — Is honest and ethical — Respects backgrounds and expertise of others — Treats people fairly, equitably and respectfully — Leads by example – 'walks the talk' — Conveys difficult messages effectively and appropriately 	<p>Negative behaviour examples</p> <ul style="list-style-type: none"> — Takes risks without understanding or considering the impact — Blames or makes others responsible for a problem they should deal with themselves — Operates in a political and self-serving manner — Sees cost management as someone else's responsibility — Avoids tough conversations — Tackles sensitive issues in a public forum where others can overhear — Spreads gossip and speaks unkindly about others