

JUNE 2020

Position Description

Position Title: Project Study Specialist

Position Number: #1009

Reporting to: Manager Assets & Port Development

Reporting to this position: N/A

Location: Geraldton

PURPOSE

Reporting to the Asset and Port Development Manager, the role of the Project Study Specialist is to carry out all the tasks necessary to progress the Port's planned strategic projects from concept through to the approvals stage inclusive of:

- Project Conceptualisation
- Developing Feasible Options and Preferred Option Selection
- Estimation of Cost
- Business Case Development
- Delivery of Concept Designs

These tasks will be undertaken in collaboration with, and with assistance from, a variety of stakeholders including the Port Planner, Port Assets Engineer, Project Management Office Lead, Financial Analysts, Project Owners and various Subject Matter Experts.

The Project Study Specialist will populate and maintain the Port's Project & Investment Proposals Master list and assist in prioritisation and forward works planning.

This role typically will not require involvement in the execution phase, project management of projects.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
PROJECT STUDY SPECIALIST	<p>Responsibilities include but are not limited to the following:</p> <ul style="list-style-type: none">▪ Progress large or complex strategic projects from concept through to authorisation and funding approval.▪ Provide technical support, undertake day-to-day administration functions and contractor/consultant supervision associated with the role.▪ Perform research and analysis, including research into new products, innovative designs and technologies to improve port operations and inform project options.

	<ul style="list-style-type: none"> Provide project study leadership to provide a platform for successful project implementation and input into strategic development planning decisions. Assemble and coordinate study and design teams incorporating internal and/or technical specialists, and in doing so, ensure that appropriate project management methods, standards and processes are maintained. Work collaboratively with the Port Planner, Port Asset Engineer, Project Owner, Financial Analyst and engage with a broad range of stakeholders to ensure the pipeline of new projects are prioritised, conceptualised, budgeted, approved and handed over for timely execution. Undertake and/or manage the development and review of documentation such as project definition statements, option studies, feasibility studies, multi-criteria analysis reports, risk assessments, financial analyses and business cases. Provide procurement strategy recommendations. Collaborate closely with the Project Owner and Project Manager to ensure effective project handover for execution. Contribute to the development and maintenance of the Port's Project & Investment Proposals Master list and assist in prioritisation and forward works planning.
INTERGRATED MANAGEMENT SYSTEMS	<p>Undertake all work within:</p> <ul style="list-style-type: none"> Relevant role specific Procedures; Risk, Environment and OH&S management systems; and Across Organisation & Human Resources policies and procedures.
COMMUNICATION	<ul style="list-style-type: none"> Provide high level service and support. Communicate effectively and respectfully with all staff, customers, contractors and visitors in the interests of good business practice, collaboration and enhancement of MWPA's reputation. Build and maintain strong professional relationships. Plan, research and draft content for formal communications e.g. Cross Agency or Ministerial Briefings Provide presentations and progress reports to stakeholders and managers as required.
BUSINESS UNIT ADMINISTRATION	<ul style="list-style-type: none"> Develop a Project Management Plan including defining a Scope, creating a WBS, defining activities and arranging them into a logical sequence. Plan resources and manage tasks to the schedule. Assist in preparation, lodgement and management of business cases for strategic projects.

	<ul style="list-style-type: none"> ▪ As required, set up meetings, record minutes and allocate actions. ▪ Manage work priorities effectively and complete multiple tasks within required timeframes and to agreed standards. ▪ Direct and monitor the performance of consultants and contractors. ▪ Monitor, record and report on progress against milestone targets and initiate corrective action where necessary. ▪ Ensure delivery and procurement methods are compliant with industry best practice and probity requirements. ▪ Maintain all documentation and records in compliance with MWPA's Records Management Policy.
GENERAL	<ul style="list-style-type: none"> ▪ Other duties as directed by MWPA within the skills of the Employee.

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

A Describe how your experience and qualifications meet the following criteria:

This role will suit an individual with 8 to 10+ years of relevant experience who has:

- Attained a tertiary qualification in Project Management and/or an Engineering field relevant to a Port or complex operational environment.

Additionally, consideration will be given to candidates who has:

- Substantial commercial experience in a project delivery environment and/or a relevant tertiary qualification (or significant advancement in obtaining a tertiary qualification) in fields related to Financial Analyses, Accounting, Business Administration or similar.

Also, beneficial to being successfully appointed will be:

- Professional memberships recognising your qualifications and experience e.g. Engineers Australia, Project Management Institute, CPA Australia, CFA Institute etc.
- Previous experience working in or with a Port Authority or similar semi-autonomous government trading enterprise with their own board of directors and similar management structures.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

- B** To be successful in this role you will have a sound understanding of project management processes and familiarity with, or formal training in, the PMBOK Standard or PRINCE2 Methodology.
- Demonstrate this to us by describing your experience in a Project Management or Project Support role - minimum of 5 years. In particular, tell us about your experience related to the initiation and planning stages of projects.
- C** Describe to us your relevant work experience in a port or similar operational environment in a State or Local Government setting. This will be beneficial to the Project Study Specialist role as will demonstrated knowledge of the processes for obtaining public funding for major capital projects.
- D** Demonstrate your technical skills and experience including:
- Ability to prepare and review technical and financial reports and assessments such as scopes of work, feasibility studies, options, designs, financial and technical viability assessments and risk assessments.
 - Experience in preparing and reviewing business cases, procurement strategies and project implementation plans.
 - The ability to research and analyse complex material and technical data and present it in accessible and understandable formats to a variety of stakeholders.
 - A competent level of computer literacy including but not limited to Microsoft Word, Microsoft Excel, Microsoft Projects, Microsoft PowerPoint, Microsoft Outlook, GIS (ESRI) and exposure to an ERP System (MWPA uses IFS and CAMMS).

DESIRABLE

The following skills are central to operating effectively in the Project Study Specialist Role and within the Assets & Port Development Team. In your application please touch on your:

Excellent communication skills including:

- The ability to develop and maintain strong relationships and networks.
- The ability to deal with sensitive and confidential issues.
- Excellent oral and written communication skills including:
 - Writing concise and clear emails and interacting professionally with your co-workers
 - Creating and delivering presentations (e.g. using MS PowerPoint), chairing meetings and workshops

Strong organisational skills which demonstrate:

- Flexibility, adaptability and an ability to work on several diverse projects simultaneously.
- An ability to define clear and measurable goals and meet deadlines.
- Experience in consultant supervision and project administration.

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Expected to undertake any additional training to complement the operation
- The incumbent will be required a pre-employment medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- Additionally; all staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy;
- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE