

POSITION DESCRIPTION

Project Controls Engineer

Date:	12 April 2024	Line Manager:	Project Controls Manager
Title:	Project Controls Engineer	Direct Reports:	Nil
Team:	Corporate – Project Management Office	Status of Position:	Permanent Full Time
Location:	Newcastle NSW or Sydney NSW	Date Reviewed:	[Insert Date]

1 Position Summary

Reporting to the Project Controls Manager, the Project Controls Engineer is responsible for coordinating and applying best practice Scheduling/Planning, Cost, and Scope Management on all Squadron Delivery Projects. This role will engage and collaborate with Project teams and stakeholders across the entire Squadron Delivery Portfolio in facilitating project controls management and reporting.

1.1 Key Responsibilities

- Manage the Delivery Project scheduling, cost, and change management tools, systems and reports on all assigned Projects, ensuring alignment to the Project Controls Framework within the Project Management Office (PMO).
- Work with the Delivery Project teams to ensure all monthly updates are provided for Project Controls input into the monthly meetings and reporting.
- Contribute to the PMO Portfolio level Project Controls system and tools.
- Work within the Community of Practice for the Project Controls Function, ensuring alignment of framework and systems within the wider Squadron Objectives.
- Continually update and improve suite of templates for Scheduling, Cost, Earned Value and Change Management.
- Conduct end of month Project controls reviews and reporting.
- Liaise with the Squadron Energy Financial team to provide financial update on actuals and accruals to Project Teams.
- Act as Purchase Order admin in SAP S/4HANA for assigned Projects.
- Liaise with the Squadron Energy Governance Risk and Compliance team and Project Risk Advisor to ensure Project risk system and reporting aligns with Squadron Energy Governance, Risk and Compliance (GRC) Framework.
- Provide guidance and training to project team on schedule, cost, and scope management tools and principles.
- Assessment of Contractor Variation and payment claims.
- Update and maintain project cost tracking system.

- Escalate Schedule, Cost and Change related issues to PMO Management.
- Other tasks as required.

1.2 General Responsibilities

Health, safety, and environment	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
Administration	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
Reporting	Ensure that issues and risks are escalated/reported to management in a timely manner.
Financial	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
Stakeholders	Maintain a professional relationship with all project Stakeholders.
Company	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

2 Skills and experience

2.1 Experience and knowledge

- Minimum of 7 years experience working in a similar role within Project teams or a Project Management Office.
- Experience managing project costs, including end of month forecasting, variance analysis, and cashflow projections.
- Experience in assessment of contractor variation claims.
- Experience in management of project schedules within Primavera P6.
- Experience conducting purchasing Process in SAP S/4HANA.
- Experience working within integrated Project Controls Systems, and cost control systems such as Ecosys.
- Experience with Power BI or similar Business Intelligence tool.

2.2 Skills

- Highly developed interpersonal skills, including liaison and negotiation skills.
- Excellent written and oral communication skills.
- High level of accuracy and attention to detail.
- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.
- Ability to perform complex data analytics across schedule and cost.
- Ability to maintain effective and collaborative relationships across diverse stakeholders.
- Computer literacy and strong competence with the Microsoft 365 suite of software, scheduling and cost systems is fundamental to this role.

2.3 Qualifications

- Tertiary qualifications in Project Management, Engineering, Business.
- Current driver's licence.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

Humility	Courage and Determination	Empowerment	Enthusiasm
Family	Frugality	Generating Ideas	Integrity
Safety	Stretch Targets		

Squadron Energy is an EEO employer and we value diversity within our company.