

# POSITION DESCRIPTION

## Project Manager

|                  |                                   |                            |                        |
|------------------|-----------------------------------|----------------------------|------------------------|
| <b>Date:</b>     | 10 May 2023                       | <b>Line Manager:</b>       | Senior Project Manager |
| <b>Title:</b>    | Project Manager                   | <b>Direct Reports:</b>     | Nil                    |
| <b>Team:</b>     | Development – Project Development | <b>Status of Position:</b> | Permanent Full Time    |
| <b>Location:</b> | Newcastle, NSW                    | <b>Date Reviewed:</b>      | 15 June 2023           |

## 1 Position Summary

Reporting to the Senior Project Manager, the Project Manager is responsible for taking a development project, or projects, through to development approval and to work as part of a wider team to deliver projects to financial close. The role involves integrating technical design and environmental assessment recommendations that result in a flexible yet optimal project. The role also requires securing all associated land rights by way of appropriate agreements, dealing with impacted neighbours, wider communities and affected stakeholders.

### 1.1 Key Responsibilities

- Manage and lead a core project team, supplemented by additional internal Squadron Energy (SQE) resources (e.g. legal and technical services), in accordance with SQE development processes and as directed by senior members of the Development business unit.
- Prepare and present internal reporting documentation, as required by SQE development process.
- Manage and lead the compilation of site data, including topographic and cadastral data, site constraints, property schedule, residence matrix and stakeholder management plan.
- Work with members of the technical team to develop layouts throughout the development process.
- Manage and lead consultation with landowners, negotiation of landowner agreements, legal dealings, and other correspondence as required.
- Manage and lead external consultants to undertake studies throughout the development process.
- Manage and lead the stakeholder consultation process with local and/or State planning authorities, other regulators, general public, landowners, and other stakeholders.
- Manage and lead the production of the relevant State environmental assessment and statutory planning approvals documents, Commonwealth Environment Protection and Biodiversity Conservation Act referrals, and any other statutory applications required for project development.
- Conduct regular site visits to consult with project stakeholders, assist in on-site studies where required, inspect monitoring equipment as required and escort clients and contractors around sites.
- Work together with members of the technical team to support the electrical grid connection process.
- Work together with members of the construction team to support the tender and contracting process.
- Work together with members of the project financing team to support the financial close process.

- Provide continued support to projects during pre-construction, construction and operation as required.
- Maintain a sound knowledge of the environmental assessment, planning and permitting processes within the State of operation.
- Maintain a sound knowledge of energy policy development, attend industry conferences where relevant or required and review relevant media articles.
- Manage and lead the work of a team; provide motivation, encouragement, and opportunities for development; manage any underperformance issues if required in consultation with People and Culture; actively monitor leave requests of team.
- Mentor other members of the development team in aspects of development.
- Contribute to the continual improvement of internal processes, including but not limited to maintenance and currency of development work instructions.
- Provide project updates to the Head of Project Development as required.

## 1.2 General Responsibilities

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

- A minimum of five (5) years of relevant work experience as a project manager or consultant within the environmental and planning sector.
- Demonstrated experience in State Significant Developments.
- Experience with environmental impact assessments and planning.
- Familiarity with landowner, stakeholder and planning elements of the wind farm development process (desirable).
- An understanding of GIS capabilities.
- Ability to maintain effective and collaborative relationships across diverse stakeholders.
- Proven ability to exercise independent judgement and problem solving with the ability to resolve and address issues as they arise.

### 2.2 Skills

- Excellent written and oral communication skills with the ability to influence outcomes.

- Strong interpersonal skills, including liaison and negotiation skills.
- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.
- Ability to undertake extensive domestic travel to project locations in rural and regional Australia.
- Computer literacy and strong competence with the Microsoft 365 suite of software is fundamental to this role.

### 2.3 Qualifications

- Bachelor's degree or greater in studies such as town planning, business, environmental science, engineering (desirable).
- 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.

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| <p><b>Humility</b></p> <p>Be vulnerable, take risks to trust others.</p> | <p><b>Courage and Determination</b></p> <p>NEGU - we never ever give up.</p>                  | <p><b>Empowerment</b></p> <p>Go to your leader for advice, not permission.</p>    | <p><b>Enthusiasm</b></p> <p>Be the most positive person in the room.</p> |
| <p><b>Family</b></p> <p>Support each other, always be kind.</p>          | <p><b>Frugality</b></p> <p>Think of ways we can do things better, faster, cheaper, safer.</p> | <p><b>Generating Ideas</b></p> <p>Always be on the lookout for breakthroughs.</p> | <p><b>Integrity</b></p> <p>Do what you say you're going to do.</p>       |
| <p><b>Safety</b></p> <p>Look out for your mates and yourself.</p>        | <p><b>Stretch Targets</b></p> <p>Always be uncomfortable with your level of challenge.</p>    |   |  |

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