

POSITION DESCRIPTION

Senior Project Scheduler

Date:	12 April 2024	Line Manager:	Project Controls Manager
Title:	Senior Project Scheduler	Direct Reports:	1
Team:	Corporate – Project Management Office	Status of Position:	Permanent, full-time
Location:	Newcastle, NSW, or Sydney, NSW	Date Reviewed:	

1 Position Summary

Reporting to the Project Controls Manager, the Senior Project Scheduler is responsible for overseeing scheduling practice for the organisation and providing the scheduling function to individual projects allocated to the PMO for support.

This role involves managing and governing scheduling practice quality and process, managing enterprise scheduling systems and data, templates and documents, developing and managing project schedule models and outcomes, coordinating with internal teams and external stakeholders, and mentoring planning and scheduling practitioners in the project community of practice (within the organisation).

The Senior Project Scheduler will work closely with project managers and sponsors, engineers, suppliers, and contractors to optimise project schedules, monitor progress, and analyse and manage project risk as applied to the schedule.

1.1 Key Responsibilities

- Develop and maintain integrated master schedule (IMS) models for projects, incorporating all scope, interfaces and performance milestones, and dependencies.
- Collaborate with project managers and engineers to establish realistic project timelines and coordination of project activities.
- Identify critical paths, risk / opportunity, and constraints in the IMS to optimize project outcomes.
- Regularly update and communicate the IMS to relevant stakeholders.
- Manage critical interfaces and integrate contractor and stakeholder planning and progress to the IMS.
- Develop and maintain detailed execution schedules for renewable assets to support the planning and contracting of Project Delivery.
- Support contract administration to manage contractor schedule quality and delivery performance / commercial outcomes.
- Perform schedule quality checks and risk analysis to understand delivery confidence and propose risk treatments and contingencies.
- Identify potential risks and issues related to project scheduling and propose mitigation strategies.

- Monitor project progress, identify deviations from the schedule, and implement corrective actions as necessary.
- Maintain documentation of risks, issues, and changes related to project schedules.
- Maintaining alignment of schedule information to scope, cost and risk models and controls.
- Generate regular reports on project schedules, progress, and key performance indicators (KPIs).
- Maintain accurate project documentation, including schedules, resource allocations, and communication records.
- Document lessons learned and best practices for future reference.
- Maintain and control the Enterprise Scheduling System, including enterprise data and configuration, user access and permissions, user training and support and supplier liaison for support and environment maintenance.
- Help define and manage schedule quality standards within the organisation and with SQE contractors and mentor / coach practitioners and stakeholders to achieve the required quality outcomes.
- Take a leading role in the Project Controls Community of Practice to foster a positive and collaborative environment to positively influence project time management practice and outcomes internally and externally.
- Create and manage a database of activity and package level duration norms, planning assumptions and risk information to inform owner's planning and scheduling for emerging projects and benchmark project performance.
- Consolidation of all project planning, status and performance into portfolio level reports, and support for portfolio level and enterprise resource planning and management activities.
- Other project controls activities when 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

- A minimum of five (5) years of Project Planning / Scheduling experience using Oracle Primavera Cloud (highly desired), Primavera P6 (essential) and Microsoft Project (desired).
- Experience in administering enterprise scheduling environments and controlling enterprise data.
- Experience in an owner's organisation and influencing project outcomes with contractors.

- Experience in conducting schedule variance, quality and risk analysis of internal and contractor schedules.
- Experience in production of schedule reports and dashboards for a wide range of stakeholders.
- Experience in Critical Path and resource analysis and constructability review and reporting.
- Experience undertaking schedule risk analysis and determining schedule contingency.
- Understanding of project cost control, Earned Value Management, and risk management processes.
- Experience in establishing and maintaining alignment to scope, cost and risk management processes and systems.
- Ability to support multiple projects at the same time and managing competing priorities to tight deadlines.
- Experience in portfolio planning and management and consolidating and managing schedule information at portfolio / enterprise levels.
- Experience in facilitating planning and developing project schedules in greenfield environments, developing and managing baseline schedules and controlling emerging scope, and developing progressive detail in a rolling wave planning approach.
- Experience in working or being involved in a PMO or planning service department.
- Knowledge of, or experience in applying AAECI TCM process and recommended practices.

2.2 Skills

- Excellent written and oral communication skills with the ability to influence outcomes in technical and management environments.
- Strong interpersonal skills with the ability to build and maintain relationships with project teams and key organisation functions, including liaison and negotiation skills.
- High-level organisation skills including the ability to breakdown complex tasks for management and proactively identify priorities to meet outcomes within agreed timeframes.
- Ability to perform complex data analytics across schedule, cost, and risk structures.
- Proficiency in Excel, specialising in extracting and transforming data, reporting, charting, formulas and calculations.
- Familiarity in project functions in tier one ERP systems such as SAP.
- Computer literacy and strong competence with the Microsoft 365 suite of software is fundamental to this role.
- Problem solving and innovating skills with a focus on quality, efficiency and continuous improvement.

2.3 Qualifications

- Tertiary qualifications in business administration, project management or similar.
- PMPSP or AAECI CST certification (desirable)
- White Card.
- 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.