



TASMANIAN PORTS CORPORATION PTY LTD

POSITION DESCRIPTION

POSITION TITLE:	Infrastructure Project Analyst
REPORTS TO:	Manager Infrastructure Projects
DIVISION:	Terminals and Landside
LOCATION:	Hobart
CONDITIONS:	Full-time (Common Law Contract)

PURPOSE OF THE POSITION

The purpose of this position is to gather, collate and analyse infrastructure programme and project trends and data. This includes the identification of risk, benefits tracking and realisation, and the preparation of regular or exceptional reports.

KEY DUTIES

- Provide high level administrative, coordination and monitoring of special projects as assigned by the Manager Infrastructure Projects
- Analyse and identify potential financial and other project risks and or opportunities
- Manage and coordinate project data within the project management framework and system(s)
- Provide programme level analysis and advice including tracking of expenditure, progress and status across multiple financial years, monitoring cost to date and forecast cost at completion
- Review project and programme monthly forecast spends and trends and provide input on monthly reports
- Create reports at a project and programme level suitable for the Portfolio Control Group
- Manage and input project and programme financial data between TasPorts software systems
- Assist in the development of cost plans and budgets through the provision of historical data and trends
- Assist the Manager Infrastructure Projects with day to day administrative functions associated with the effective running of the Project team.
- Coordinate and monitor the department's budget performance and provide timely advice on variations to the Manager Infrastructure Projects
- Coordinate, and monitor special projects and provide regular reports on the progress of these projects
- Other duties in accordance with skills and competence.

LEVEL OF RESPONSIBILITY / ACCOUNTABILITY

The incumbent will operate with significant autonomy. The exercising of sound judgment and discretion is a key requirement of the position as is the ability to maintain confidentiality. The position requires a high degree of independence in managing own workload to ensure the Project team's needs are met.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

Supervisory Responsibility

Nil

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

1. Knowledge and ability to effectively manage projects including controlling resources and budgets
2. Experience in quantity surveying and/or developing cost plans and financial forecasts
3. Experience in setting up or modifying project/financial reporting systems to suit changing business requirements
4. Strong computer and systems skills, in particular proficiency in project management systems
5. Proven ability to resolve problems and identify appropriate solutions using sound research, analytical and conceptual skills

6. Strong interpersonal and conflict resolution skills with the ability to build and maintain effective relationships with a diverse range of employees and stakeholders
7. High level report writing skills with the ability to effectively communicate both verbally and in writing.
8. Thorough awareness and understanding of WHS and environment policies.

QUALIFICATIONS / LICENCES

Essential

- Ability to acquire a Maritime Security Identification Card

Desirable

- Formal qualification in Business Administration or Project Management
- Current drivers' license