



Job Title:	Operations Lead
Contract Type:	Permanent
Employment Type:	Full time
Location:	Osborne, South Australia
Business Unit:	Marine
Division:	(Operations?)
Reports to:	Delivery Manager
Direct Reports:	Nil

Job Grade: L4- Team Leader

Expected Competency Rating: Capable

1.0 Job Purpose

Drive leadership and change management to deliver project goals and a shared team purpose. Deliver business results driven by Internal & External strategic engagement focusing on the overall End-to-End and individual detailed project requirements.

2.0 Key Accountabilities

- 2.1 Manage all aspects of projects to ensure timely completion of all activities to meet all contract requirements within the allocated budget; Align to PMBOK methodologies in management and delivery
 - 2.2 Provide leadership of program activities to support meeting technical requirements;
 - 2.3 Plan, schedule and co-ordinate all contract activities within project schedule constraints; and
 - 2.4 Be the central point of communications with the customer as well as between the project and the remainder of the business.
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3.0 Duties and Responsibilities

- 3.1 Provide forward forecasting of manning levels, enabling the workforce to adjust to meet anticipated workloads;
- 3.2 Point of contact with the customer, reporting on progress, any issues, organising payments, and negotiating variations as required;



- 3.3 Preparation of schedules (Network/PERT and Gantt) based on information from project resources to meet project time requirements/constraints;
- 3.4 Preparation of resourcing schedules and forecasts (including the identification of potential resource shortfalls) to meet project time and cost requirements/constraints;
- 3.5 Manage ITAR requirements associated with Project deliverables, liaising with Trade Controls team as required.
- 3.6 Supporting the timely resolution of technical issues, ensuring that quality is maintained and requirements are met, within project time and cost constraints;
- 3.7 Ensuring that project team members and functional support resources (production, procurement, finance, commercial, quality) are aware of their project responsibilities and schedule constraints, and are provided with updates in regard to any changes;
- 3.8 Reporting on project KPIs and tracking of labour usage against targets;
- 3.9 Monitoring and reporting on the progress of activities on the projects;
- 3.10 Reporting on, and supporting, the timely resolution of resourcing issues;
- 3.11 Attending, and actively participating in, milestone, project planning and other relevant meetings;
- 3.12 Managing project resources on a day-to-day basis, including conducting appraisals;
- 3.13 Ensuring internal processes facilitate the achievement of objectives and proactively support the identification, and implementation, of improvements to processes and procedures;
- 3.14 Supporting the process of estimating labour for quotations and tenders (based on historical data, where available);
- 3.15 On-time delivery performance at, or above, company and client milestone targets;
- 3.16 Maintain expenditure (labour, materials, expenses) within project estimates; and
- 3.17 Minimal customer returns and/or product warrantee claims.

4.0 Expertise/Qualifications/Skills

- 4.1 Chartership status obtained in (or working towards) Project Management (APM/AIPM);
- 4.2 Tertiary qualifications in Project Management;
- 4.3 Proven track record in planning and co-ordinating duties to meet required deadlines;
- 4.4 Excellent understanding of scheduling tools and techniques;
- 4.5 Computer literate and skilled in the use of MS Project and MS Office software;
- 4.6 Knowledge of Babcock products and marine materials is desirable;



- 4.7 Understanding of ISO9000 requirements; and
 - 4.8 Understanding of commercial issues, including contractual terms and conditions.
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5.0 Mandatory Training Requirements

Training	Frequency
HSE Induction	On Induction
Roles and Responsibilities for Employees (Internal)	As-needs basis
Manual Handling and Ergonomics	As-needs basis
Big Learn: Anti-Bribery & Corruption Training	On Induction
Big Learn: Cyber Security Awareness Training	On Induction
Security Awareness	Annually

6.0 Capabilities and Desired Behaviours

- 6.1 Milestone driven;
 - 6.2 Team oriented;
 - 6.3 Customer focussed;
 - 6.4 Strong work ethic;
 - 6.5 Proactive attitude;
 - 6.6 Ability to show leadership;
 - 6.7 Ability to influence the strategic growth of the business;
 - 6.8 Ability to work through all tasks and problems that may arise in a timely, logical manner;
 - 6.9 Ability to read and understand technical drawings;
 - 6.10 Ability to estimate quotation costs or identify sources of such information; and
 - 6.11 Excellent communication and interpersonal skills.
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7.0 Core Competencies

- 7.1 *Leadership & Teamwork*
 - 7.1.1 Engaging, developing and leading people;



- 7.1.2 Leading change through ambiguity;
- 7.1.3 Building a confident achievement- orientated culture;
- 7.1.4 Build high performing teams; and
- 7.1.5 Earns respect through actions.

7.2 *Creative Thinking*

- 7.2.1 Applies innovative strategies including identifying and recommending solutions to various practices

7.3 *Change Management*

- 7.3.1 Embraces and leads change;
- 7.3.2 Creates and accepts an environment where people feel they can be innovative; and
- 7.3.3 Challenges the status quo to drive positive change.

7.4 *Decision Making*

- 7.4.1 Makes timely and well thought-out decisions;
- 7.4.2 Makes the tough calls on priorities; and
- 7.4.3 Comes with solutions, not problems

7.5 *Technical Competence*

- 7.5.1 Clear understanding of the job and applies their knowledge effectively;
- 7.5.2 Satisfactorily performs essential job functions and demonstrates required knowledge and skills; and
- 7.5.3 Keeps up to date on developments and trends in his/her area of expertise and maintains necessary licensure or certificates.

7.6 *Management/ Supervisory*

- 7.6.1 Sets clear performance expectations and gives people the required goal and role clarity;
- 7.6.2 Holds people accountable for delivering on agreed expectations and commitments; and
- 7.6.3 Recognises and praises efforts.

8.0 Health, Safety & Environment

Contribute to a safe working environment by:

- 8.1 Taking care to protect his or her personal health and safety at work;



- 8.2 Not adversely affecting the health and safety of others in the workplace;
 - 8.3 Identifying hazards in the workplace, and rectifying them where possible;
 - 8.4 Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - 8.5 Complying with all relevant HSE policies and procedures.
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9.0 Other Requirements

- 9.1 There may be a requirement to carry out reasonable additional duties to meet the needs of the business;
 - 9.2 Baseline Security Clearance;
 - 9.3 Must operate in accordance with the Babcock Financial Delegations of Authority;
 - 9.4 Interstate travel required? Yes No
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