



Position:	C-CBRNE Project Manager
Contract Type:	Permanent
Employment Type:	Full time
Location:	Adelaide, South Australia
Department:	LAND
Business Unit:	Land / C-CBRNE
Reports to:	Account Manager C-CBRNE
Direct Reports:	NIL
Functional Reports:	C-CBRNE Technical Lead C-CBRNE Procurement Lead C-CBRNE Engineering Lead

1. Job Purpose

Accountable to the Counter-Chemical Biological Radiological Nuclear & Explosive (C-CBRNE) Account Manager, the Project Manager (PM) is responsible for all internal delivery functions including Procurement & Supply Chain and Technical Officers.

The PM will also be responsible for the planning and execution of the introduction into service of new equipment, with support provided by C-CBRNE functional teams.

The PM will understudy the Account Manager for the C-CBRNE Contract and provide leadership in the absence of the Account Manager to ensure all contracted deliverables and project objectives are met.

2. Responsibilities

- 2.1 Executing the Account Manager's direction and objectives through a high performing team to support the various functions of the C-CBRNE Program and its contractual scope.
- 2.2 Manage all Project Management baselines through the development of a detailed project plan to track progress relating to scope and performance (cost, schedule, quality).
- 2.3 Support the analysis, planning, delivery and evaluation of activities. This includes:
 - Providing project management expertise to enable successful and timely Introduction Into Service (IIS) of equipment to meet the Commonwealth's and ADF's requirements.
 - The integrated delivery of all major plans, processes, policies, systems, and tools required for execution and management throughout the Program lifecycle.
 - Providing support in securing additional Stages and Tranches / Acquisitions of the C-CBRNE Program.
- 2.4 Manage all related Program resources (whether internal or contractor) ensuring they are adequately qualified, trained and equipped to deliver the required outcomes in a safe, timely, and cost-effective manner.
- 2.5 Support and / or lead Tender Evaluation, Survey and Quotes and Change of Contract Proposals.

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- 2.6 Support the C-CBRNE Account Manager in driving capability and capacity across all Program functional areas to achieve immediate and long-term goals through strategic resource.
- 2.7 Pro-actively develop a culture of continuous improvement and innovation throughout engagement with the business.
- 2.8 Ensuring compliance to all HSEQ, security, importation, and probity processes to ensure integration and alignment with all areas of the evaluation, operations, delivery workstreams and functions.

3. Qualifications

- 3.1 Tertiary qualifications in Project Management.

4. Skills & Competencies

4.1 Essential

- 4.1.1 Minimum 3 years of current experience managing complex projects.
- 4.1.2 Proven experience following Project Management Methodologies.
- 4.1.3 Must have or be able to obtain / maintain NV1 Security Clearance.
- 4.1.4 Excellent written and verbal communication skills.
- 4.1.5 Experience managing significant budgets.
- 4.1.6 Complete aptitude with Microsoft Office, especially Excel, Outlook, and Word.
- 4.1.7 Experience in working with complex commercial, Government and / or Defence contracts and procurement processes.
- 4.1.8 Good understanding of contracts and governance.
- 4.1.9 Ability to build and maintain strong working relationships with customer, work colleagues, subcontractors and suppliers.
- 4.1.10 Ability to manage your own workload, control complex and conflicting priorities, succeed in high pressure environments and deliver outcomes to strict deadlines.

4.2 Desirable

- 4.2.1 PMP / PRINCE2 Certified.
- 4.2.2 Proven ability to manage day-to-day tasking ensuring timely delivery of Project / Program outcomes.
- 4.2.3 Experience in conducting Tender Evaluations with / or on behalf of the Commonwealth in accordance with the Commonwealth Procurement Rules.
- 4.2.4 Experience with Introduction Into Service requirements.



5. Mandatory Training Requirements

Training Type	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
Discrimination & Harassment Awareness	Annually
Security Awareness	Annually

6. Our Guiding Principles – Being Babcock

- 6.1 Build great relationships based on trust.
- 6.2 Respect people and value their diversity.
- 6.3 Always strive to deliver.
- 6.4 Challenge ourselves and each other.
- 6.5 Safeguard Customers reputations.
- 6.6 Thrive on complexity.
- 6.7 Trust our people to deliver.
- 6.8 Never compromise on health and safety.

7. Health, Safety & Environment

- 7.1 Contribute to a safe working environment by:
 - 7.1.1 Taking care to protect his or her personal health and safety at work;
 - 7.1.2 Not adversely affecting the health and safety of others in the workplace;
 - 7.1.3 Identifying hazards in the workplace, and rectifying them where possible;
 - 7.1.4 Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and
 - 7.1.5 Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1 There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation.
- 8.2 Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3 AGSVA Security Clearance N/A Baseline NV1
- 8.4 Interstate travel required Yes No
- 8.5 Access to protected US Defence Technology & Information Yes No

Position Description



9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Matthew Murphy (C-CBRNE Account Manager)
Signature:	Date: Click here to enter a date.

Employee Acknowledgment	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.