



POSITION DESCRIPTION

POSITION TITLE:	Project Manager
BUSINESS UNIT:	Projects and Production
LOCATION:	Burton, Various Project Sites as required
POSITION REPORTS TO:	Senior Project Manager
REPORTS TO THIS POSITION:	Project Engineers, Project Support Staff
RELATIONSHIPS	INTERNAL: Engineering, Procurement, Fabrication, Project delivery teams. Sales and Proposals Teams. EXTERNAL: Clients, vendors, sub-contractors, consultants.

POSITION PURPOSE

This is a leadership role within the Projects team. The purpose is to provide effective management, oversight and co-ordination of the project phases of various allocated projects to drive efficiency, continuous improvement and ensure the project is delivered in time and within budget.

Leading a project team of Project Engineers, the Project Manager (PM) is responsible for the performance of the team's project/s through leadership skills, mentoring and development of the team and technical expertise to deliver the expected results within the agreed margins.

The key responsibilities of the Project Manager are to manage resources, schedules, financials and adhere to quality and control guidelines. This also includes management of issues, risks and project change requests to ensure successful and on-time project delivery. Contribute to process improvement initiatives as it relates to improving project delivery. In addition, this role is responsible for all activities relating to management of the project office, including accountability for a team of professional Technical Writers, Document Controllers, Schedulers and Contract Administrators responsible for providing timely information for the execution and delivery of quality projects.

The Project Manager interfaces with key stakeholders to provide leadership and strategic direction to the project team for successful project delivery.



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ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Task description
<p>Leadership</p>	<ul style="list-style-type: none"> ▪ In conjunction with the Senior Project Manager establish and evaluate Key Performance Objectives and performance of their Project Team in line with the annual as well as longer term business strategic objectives and targets. ▪ Maintain a continued commercial focus across the team through innovation, technological advancement, change initiatives and cost control in all stages of Osmoflo's business model. ▪ Manage and lead the project and integrate the team and its support functions across the business. ▪ Manage the budget – preparation of project budgets, monitor and approve expenditure as per financial authority, prepare project reports and forecasts and present them to the relevant stakeholders. ▪ In conjunction with the Senior Project Manager, ensure team personnel provide timely, cost effective and client-driven services to the stakeholders by managing departmental activity, monitoring individual performance. ▪ Provide leadership and mentoring to staff to ensure that they are motivated, meet their performance targets and receive appropriate professional development. ▪ Optimise the efficiency and productivity of resources to ensure that resourcing levels are balanced with business needs and budgetary requirements. ▪ Monitor and evaluate the team performance against strategic and financial plans and objectives.
<p>Project Delivery</p>	<ul style="list-style-type: none"> ▪ Setting up project teams commensurate with project complexity, duration, budget. ▪ In conjunction with the SPM, provide strategic direction and advice to project teams on project delivery methodologies using PMBOK guidelines and in compliance with the corporate governance policies. ▪ Responsibility for individual project and overall portfolio performance. ▪ Ensure project execution plans are developed and ensure ongoing compliance with agreed plans. ▪ Ensure project delivery teams are managing scope creep at all times and actively take steps to manage scope creep. ▪ Empower and encourage project teams to increase scope, revenue and margins on projects and provide advice on pathways to achieve this. ▪ Review and approve, within delegation, any project variations prepared by project teams for submission to clients. ▪ Review and approve the project schedule for execution and implement strategies to achieve on time delivery.



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	<ul style="list-style-type: none"> ▪ Monitor project progress at regular intervals and actively take steps to assist project team to manage critical path. ▪ Work with scheduler to improve project WBS structures to facilitate better alignment with Osmoflo's financial management systems. ▪ Responsibility for consolidated financial forecasts across the project portfolio on a monthly basis -revenue/costs/cashflow. ▪ Responsibility for accurate forecasts for cost at completion across all projects within the portfolio. ▪ Ensure project delivery methodologies are in accordance with Osmoflo Quality Management Systems as well as client requirements. ▪ Review and approve project QMP and monitor compliance against QMP. ▪ Management of reporting of project performance to all relevant stakeholders ▪ Accurate cost and milestone forecasting.
Tender Management	<ul style="list-style-type: none"> ▪ Assist in the tender development process, where required ▪ Establish project execution strategies and plans during tender development and provide advice to proposals team on the strategy. ▪ Provide inputs into project organisation structure, project management costs, schedule, procurement strategy, risk register and overall project scope ▪ Review tender stage risk assessments, allowances and approve. ▪ Participate in key client discussions to assist the proposals team during tender. ▪ Review tender documentation developed by proposals team for client submission. ▪ Ensure handover is as per sales handover procedure upon contract award.
Communication (Internal and External)	<ul style="list-style-type: none"> ▪ Liaison with key internal & external stakeholders to prioritise activities and assist the project delivery team. ▪ In conjunction with the Senior Project Manager, review of internal project status reports and formally report on performance of project portfolio ▪ Maintain excellent written and verbal communication with the client and maintain favourable client relationships.
Risk and Opportunities	<ul style="list-style-type: none"> ▪ Verify that project risk and opportunity analysis has taken place for all projects. ▪ Work collaboratively in conjunction with Project teams identify risks and opportunities and to plan mitigation strategies. ▪ Approve implementation of all risk mitigation strategies within Financial Authority. ▪ Review risk status in project reports with project teams ▪ Participate and facilitate risk review processes.
Procurement	<ul style="list-style-type: none"> ▪ Review and approve Procurement plan for each project.



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	<ul style="list-style-type: none"> Assist project teams to identify any issues associated with variance to cost, quality and timely receipt of goods and mitigation strategies. Assist the procurement manager in strategically sourcing equipment and services to reduce costs. Work closely with Project Managers and procurement manager to develop long term supply chain partners.
Sub-contractor management	<ul style="list-style-type: none"> Work closely with Procurement Manager and Senior Project Manager to strategise sub-contracted fabrication activities across the project portfolio. Determine inhouse and outsourcing scope splits where necessary in consultation with project teams. In conjunction with the Senior Project Manager, assist the Procurement Manager to develop low-cost fabrication partners in India.
Commercial/Contractual	<ul style="list-style-type: none"> Oversee and manage project groups commercial and contractual requirements. Ensure compliance and management of contracts. Identify, track and action milestone activity. Extensive client interaction including negotiation & mediation of contractual matters. Coordinate commercial reporting on project requirements & activities
Continuous Improvement	<ul style="list-style-type: none"> Contribute to a culture of innovation, by creating and seeking ways to develop innovative solutions which aid business growth. Initiate and participate in continuous improvement activities and programs across the organisation, in particular Lessons Learned and opportunities for improvement to ensure past project learnings are used. Working with others in the business, initiate and develop new ideas, lead continuous improvement initiatives aimed at QHSE, other internal processes, development, and implementation of new ideas (processes, products, services), and improvement of Osmoflo's competitiveness and overall market recognition. Review the work processes and procedures and streamline them to assist with routine workflow. Maintain and champion professional development and capability building of the team via tailored professional training.
Safety, Quality & Compliance	<ul style="list-style-type: none"> Lead by example and foster a strong QHSE culture in the Team. Ensure all Team's activities are undertaken in a safe manner by understanding risks and hazards they may be exposed to in performing their roles (safety in office, while travelling, at customer sites). Ensure quality procedures directly related to projects are followed and regularly reviewed and updated as it may be required.



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	<ul style="list-style-type: none"> Manage and monitor the application of Osmoflo's QHSE Management System and associated policies /procedures within the Team.

POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none"> Bachelor of Engineering (Civil, Chemical or Mechanical) 	<ul style="list-style-type: none"> AIPM Certified Practicing Project Manager (CPPM) Management Degree/Diploma (e.g. Frontline Management) Diploma of Project Management;
Experience / Knowledge	<ul style="list-style-type: none"> Proven experience in Project Management experience Demonstrated experience leading, supervising and developing staff Previous experience with integrated financial system. 	<ul style="list-style-type: none"> Industrial water treatment Any proven ERP system Experience with managing a variety of projects with values of (\$2.5M-\$50) Working knowledge of PMBOK Well-developed knowledge of international manufacturing and construction practices, standards and regulations
Skills / Abilities	<ul style="list-style-type: none"> Project management skills, including the ability to plan, organise, and coordinate activities within budget and schedule constraints. Contract Management and commercial acumen with a demonstrated ability to interpret and understand complex contracts and commercial terms and conditions. Excellent communication and interpersonal skills, with the ability to work effectively with multi-disciplinary teams and stakeholders. Leadership abilities, with the capacity to motivate and lead 	



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	Essential	Desirable
	<p>teams to achieve project objectives.</p> <ul style="list-style-type: none">▪ Problem solving skills and attention to detail, with the ability to identify issues, analyse data, and implement effective solutions.▪ A strong customer focus and commitment to meeting customer requirements.▪ A strong commitment to teamwork and continuous improvement to ensure optimum team contribution to business objectives.▪ A strong commitment to promoting good health, safety and environmental work practices and a proven record in ensuring that all employees are fully aware of and comply with the accompanying regulations.▪ High level of accuracy and attention to detail▪ Proficient in Microsoft Office specifically Word and Excel▪ Knowledge of Primavera	
Licenses	<ul style="list-style-type: none">▪ Current Driver's License	



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HEALTH, SAFETY, ENVIRONMENT AND QUALITY

Managers and Supervisors

Managers have a responsibility in their areas of control to ensure:

- Risks to people, property, the environment, products, and business reputation are identified and effectively controlled.
- Promotion of a risk aware culture in through:
 - Engaging in positive and proactive risk discussions with the workforce and our customers
 - Effective consultation, communication, and collaboration
 - Leading by example
 - Participation in the audit, inspection, and observation programs
 - Follow up and provide feedback on reported incidents, hazards, near misses, quality issues and suggestions for improvement.
- The workforce is competent for the tasks they undertake.
- Implementation of and compliance with the Osmoflo Integrated Management Systems policies and procedures
- Reporting and investigation of incidents, near misses, hazards, and non-conformances
- Monitor Performance and continuously improve processes, the work environment, and systems.
- Manage accountability fairly and justly.

All Employees (and Casuals/Contractors)

Everyone has the responsibility to protect their own safety and that of others, ensure the environment is not harmed, and that quality is maintained in our products and services.

Employees have responsibilities to:

- **O**bserve your tasks and environment:
 - Always be cautious, and understand the environment you are working in.
- **S**pot Hazards:
 - Identify the hazards in every task you do, and the work environment you are in.
 - If you see someone else doing something that may not be safe, discuss the hazards with them.
- **M**inimise risks:
 - Make sure you have the right tools and equipment.
 - Make sure you are competent for the tasks.
 - Make sure the risks are controlled before you start work.
- **O**bey rules, reasonable instructions, and procedures – comply with:
 - The Osmoflo Essential Rules for Life and Code of Conduct
 - Procedures, work instructions as they apply to your job.
 - Instructions provided to you by your supervisor or manager.
- **S**peak up if you are unsure:
 - You have the authority to stop work and escalate concerns to your supervisor if you believe a task is not safe, or if you see others working or behaving unsafely.
- **I**ncidents, near misses, hazards and quality issues must be reported:
 - Report any incidents, hazards, and quality issues to your supervisor
 - Participate in investigations as required.
- **S**uggest improvements:



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- If you think things can be improved to make things safer, more environmentally sound, or improve product quality, discuss with your supervisor, and raise an opportunity for improvement.

CORE VALUES

Agile

- We design and build solutions that are 'fit for purpose' going beyond our customers' expectations.
- We work in partnership with our customers actively seeking to understand their business and views; we anticipate and respond to their needs by providing tailored solutions that contribute to our mutual business success.
- We keep the big picture in mind balancing our customer and commercial needs.
- We are entrepreneurs, tackling new challenges, seeking out problems, finding ways to solve them and connecting our customers to all parts of our business.

Innovative

- We have a thirst for knowledge and support each other by openly and willingly seeking and sharing information and ideas across the business to create solutions and solve problems.
- We are creative and imaginative; we respond positively to new ideas and are prepared to move outside our comfort zones and take calculated risks.
- We use every project and assignment as an opportunity to learn something new and we actively invite constructive criticism on every area of the business to generate new ideas and creative approaches to our challenges.
- We learn from our mistakes, we don't blame, we actively encourage issues to be raised before problems arise.

Team-Oriented

- We treat one another with respect and communicate openly - creating value by working together within and across our businesses.
- We recognise that our strength and our competitive advantage is – and always will be – our people working together.
- We foster collaboration while maintaining individual accountability. We encourage the best ideas to surface from anywhere within the organisation. We appreciate the value of multiple perspectives and diverse expertise.
- We will continually learn and share ideas and knowledge. We will encourage cooperative efforts at every level and across all activities in our company.
- We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.

Committed

- We push ourselves and others to excel – we never walk away from a challenge or a difficult situation - we consistently complete our tasks and meet our deadlines.
- We understand what we need to do; we clearly define our objectives, prioritise our work and evaluate our progress to ensure we achieve our goals.
- We employ the right people who understand their roles, ask for and act on feedback from others and constantly re-evaluate their own skills and capabilities in order to progress their career goals.
- We have strong leadership who model our values, walk the talk, lead by example and recognise and reward the right behaviours.



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- We are a high performing workforce - a team - communicating, listening and supporting one another.

Quality-Driven

- We give value for money with appropriate solutions to meet and exceed our customers' expectations; minimising waste with efficient planning.
- As we grow and expand, we work to achieve a consistent approach, regularly reviewing completed tasks and projects to identify opportunities to improve.
- We think outside the scope of our own roles - working together to deliver high quality products and services to levels required by our customers.
- We understand what 'high quality' products and services mean for our customers and we work to achieve agreed expectations.

ACKNOWLEDGEMENT

- This position description represents the position as it is at present and is not intended to be an exhaustive list of all duties or responsibilities associated with the position.
- Osmoflo reserves the right to make changes to the content of this position description, including but not limited to duties, responsibilities and requirements of the role as circumstances and operational requirements dictate.

I have read, understand and agree to perform the duties set out in this position description:

Name

Signature

Date