

Project Controls Officer

POSITION DESCRIPTION

Position Title:	Project Controls Officer
Reports To:	General Manager Major Projects
Location:	Launceston
Instrument:	Water Services Award 2020
Award Classification:	Level 6
Employment Basis:	Full-Time
Hours of Work:	38 hours per week / Monday to Friday, 8.30am to 5.00pm

Organisation

Tasmanian Irrigation Pty Ltd (TI) is the State-owned Company responsible for developing and operating irrigation schemes, typically funded through public / private partnerships. Our difference is that we address water security issues for farmers by providing water at an average reliability of 95% through managing hydrological risks in a variable climate. All irrigation schemes have strong community endorsement and operate collegiately with community representation.

Since Tasmanian Irrigation was established in 2008, the Company has taken over management of a range of inherited assets, including dams, irrigation schemes and river works, constructed 16 new irrigation schemes, and advanced planning on a further six schemes.

By 2030, Tasmanian Irrigation expects to manage a portfolio of irrigation infrastructure valued at more than \$900 million, capable of delivering 236,000 megalitres of water via 1,786km of pipeline, 49 pump stations, 15 dams and three power stations.

Role Purpose

The Project Controls Officer is responsible for supporting the effective planning, monitoring, financial management and governance of Tasmanian Irrigation's capital projects and programs. The role contributes to the establishment and continuous improvement of integrated project controls systems, frameworks and processes to support informed decision-making, financial sustainability, risk management and project delivery outcomes.

Working collaboratively with project managers, commercial personnel and technical specialists, the role provides specialist support in project budgeting, forecasting, reporting, risk management, funding compliance and contract financial oversight. The position plays a key role in ensuring project controls information is accurate, timely and aligned with organisational governance, procurement and funding requirements.

Key Responsibilities

Governance:

- Assist in establishing and maintaining an Integrated Project Controls system, including the Project Management Framework, to facilitate the development and delivery of projects.
- Work collaboratively with project teams to align financial objectives with delivery plans.
- Participate in project meetings to provide financial guidance and risk commentary.
- Coordinate with schedulers and other project controls staff to ensure cost, schedule and risk data are integrated.
- Contribute to the development and enhancement of systems (including financial and risk), reporting tools and project controls processes to enhance project reporting to provide insights and reporting to governance bodies such as Steering Committees, Project Control Groups and the Executive.
- Maintain procedures, templates and guidelines to support consistent project financial management.
- Support capability building by guiding project staff on financial and risk processes and compliance requirements.

Budgeting and Financial Forecasting, Monitoring and Reporting:

- Develop and maintain detailed project budgets using historical data, market trends, modelling and scope documentation.
- Incorporate contingencies and risk-weighted cost estimates in collaboration with project teams.
- Prepare and maintain project cash flows and update budgets throughout the lifecycle to reflect scope changes, contract awards and emerging financial information.
- Support program-level budgeting and long-term capital planning.
- Track actual expenditure against approved budgets and funding allocations.
- Monitor and adjust risk allowances and contingencies as project risks evolve.
- Prepare financial reports including cost forecasts, variance analysis, funding requirements and financial performance summaries.
- Identify emerging cost pressures and recommend corrective actions.
- Prepare financial reports and claims for funding agencies to secure payment of approved funding.
- Provide insights to optimise project performance, cost efficiency and risk exposure.
- Support scenario modelling, sensitivity analysis and whole-of-life cost assessments.
- Utilise established project management techniques to measure project performance i.e., Earned Value Analysis.
- Develop and track projects/schemes projected operational charges throughout the scheme development.

Risk and Compliance:

- Work with project teams to conduct risk assessments and maintain risk registers, including integrating into the required reporting framework.
- Implement and track mitigation strategies.
- Ensure compliance with policies, procurement rules, funding agreements and regulatory requirements.
- Support internal and external audits with accurate documentation and controls.

Procurement, Contracts and Invoice Oversight:

- Review and validate invoices against purchase orders, contracts and progress milestones, ensuring compliance with delegations.
- Review contractors’ monthly claims and support the Superintendent in certifying payment claims.
- Monitor contract commitments and purchase orders to ensure expenditure remains within approved limits.
- Provide financial input into procurement planning, contract variations and commercial risk assessments.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with TI’s Delegations of Authority, and in the context of a government-owned business. The role works with a high level of independence, receiving general direction and leadership support as required. Guidance and advice are available from the General Manager Major Projects, Project Directors and Financial Controller as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with TI policies and procedures. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to:	General Manager Major Projects Dotted line to Financial Controller
Direct Reports:	Nil
Key Internal Relationships:	<ul style="list-style-type: none"> • Project Managers/Directors • GM Major Projects • Accounts Payable Officers • Chief Financial Officer • Chief Executive Officer • Commercial Analyst
External Relationships:	<ul style="list-style-type: none"> • External Project Controls consultants • External Auditors • Internal Auditors • Technology One • Contractors and Suppliers • State Treasury

Leadership Teams:

Nil

Knowledge, Experience & Qualifications

Required:

- Demonstrated experience in project controls, project finance, cost control or financial management within infrastructure, engineering, construction or capital project environments.
- Experience preparing and monitoring project budgets, cash flows, forecasts and financial performance reporting.
- Demonstrated ability to analyse financial, contractual and project performance data to identify risks, trends and corrective actions.
- Strong knowledge of project governance, procurement and contract administration principles.
- Relevant tertiary qualification in Project Management, Commerce, Accounting, Finance, Engineering or a related discipline.

Desired

- Experience working within large-scale infrastructure, utilities, construction or government-funded project environments.
- Knowledge of project management methodologies and project controls techniques, including Earned Value Analysis.
- Experience supporting funding compliance and reporting requirements associated with government funding programs.
- Experience using project controls, ERP or financial management systems.
- Membership or affiliation with a relevant professional body (e.g. AIPM, CPA, CA ANZ or equivalent).

Respectful and Safe Workplace

Employees are expected to contribute to a workplace culture that is safe, respectful, and inclusive. This involves modelling behaviours that reflect TI's values, complying with and promoting safety procedures, and taking shared responsibility for identifying and managing risks to health, safety, and wellbeing, including psychosocial hazards. Employees are to encourage open communication, treat mistakes and near misses as opportunities for improvement, and support mental health and wellbeing initiatives.

Equally, employees must foster a respectful environment by demonstrating professional conduct, valuing diversity of thought, and ensuring interactions are free from bullying, harassment, discrimination, sexual harassment, sex-based harassment, victimisation, or occupational violence. All employees are required to take appropriate action to uphold TI's zero-tolerance approach to behaviours that compromise a safe and respectful workplace.

In accordance with its Recruitment Policy, Tasmanian Irrigation is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below in order to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Demonstrated experience in project controls, financial management or cost control within complex infrastructure or capital project environments.
2. Proven ability to develop and manage project budgets, forecasts, cash flows and financial reporting throughout the project lifecycle.
3. Demonstrated analytical and problem-solving skills, including the ability to identify financial risks, cost pressures and performance trends, and recommend appropriate actions.
4. Sound knowledge of project governance, procurement, contract administration and compliance requirements.
5. Proven ability to build effective working relationships and collaborate with multidisciplinary project teams and stakeholders.
6. Well-developed written and verbal communication skills, including the ability to prepare clear financial reports, governance reporting and funding documentation.