

## Duty Statement

<b>Position Number:</b> IMS 348	<b>Employment Act: Public Service Act</b>		
<b>Classification:</b>	Physical Science and Engineering		
<b>Level/Rank:</b>	Level 4		
<b>Office:</b>	Defence Materiel Organisation		
<b>Division</b>	Maritime Systems Division		
<b>Branch</b>	Major Surface Ships Branch		
<b>Section</b>	ANZAC Systems Program Office (Program Controls Group)		
<b>Immediate Supervisor:</b>	Senior Project Controller	<b>EVP No:</b>	
<b>PMKeyS Position No:</b>	IMS 348	<b>Date of Effect:</b>	2 <sup>nd</sup> November 2009
<b>No of Subordinates:</b>	Nil	<b>File:</b>	
<b>Highest Subordinate:</b>	N/A	<b>Created by:</b>	Program Controls Manager
<b>POSITION TITLE</b>	<b>Project Controller</b>		
<b>DUTIES:</b>			
1.	Maintain detailed schedules in OPP, related to all functional areas in the Program delivery group, of four ANZAC Class ships.		
2.	Responsible for Obsolescence Planning within the engineering & logistic services function.		
3.	Co-ordinate scheduling and reporting between PCG and engineering & logistic services (ELS) function.		
4.	Mentor Project Controllers in ELS processes to enable Project Controllers to effectively control and monitor engineering & logistic services function schedules for ANZAC Class ship and shore facilities.		
5.	Track scope changes to all functional areas tasks of four ANZAC Class ships, gather data and analyse impact of change on the schedule and make recommendation(s) to Snr Project Controller and ELS group managers.		
6.	Assist task managers to analyse variations and impact on schedule/s and develop appropriate corrective actions including slipping tasks, impact of task changes, critical path, and overall ability of project to deliver on time.		
7.	Collect project documentation for reviews and prepare project status reporting on a set-interval basis – ie project dashboard giving high level view of project health.		

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8.	Interface with the Alliance Industry Participants 'Project Controls personnel' in a constructive manner that limits software interface problems where required.	
9.	Participate as requested in external process reviews.	
<b>DELEGATIONS:</b>		
1.	Nil.	
<b>Prerequisite Training/competencies:</b>		
Professional Requirements and Experience	<ol style="list-style-type: none"> <li>1. Advanced MS Excel and Word.</li> <li>2. 2 years experience in Earned Value Management Tools such as OPP.</li> <li>3. 2 years experience in a Program Planning role.</li> </ol>	
Qualifications	<ol style="list-style-type: none"> <li>1. Certificate IV in Project Management or equivalent experience.</li> </ol>	
Mandated Training Courses	<ol style="list-style-type: none"> <li>1. OPP basic &amp; advanced.</li> <li>2. Defence Material Organisation Scheduling.</li> <li>3. EV Training as required maintaining best practice industry standards.</li> </ol>	