



POSITION DESCRIPTION

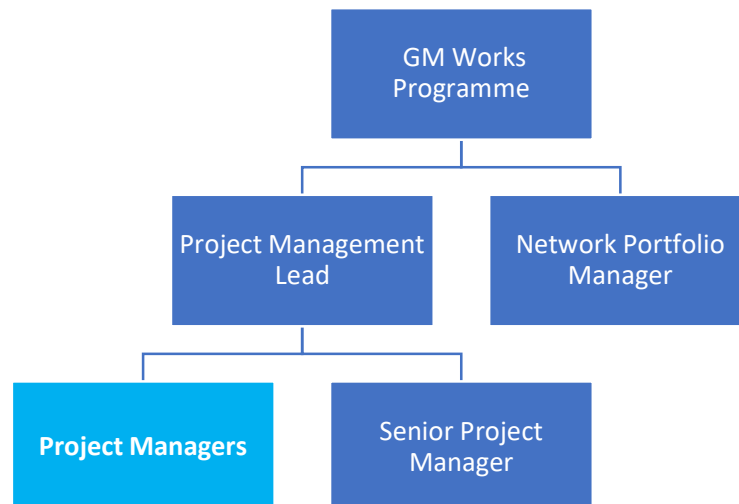


Position title:	Project Manager		
Reports to:	Manager Contracts and Projects		
Group:	Works Programme	Unit:	Contracts and Projects
Revision:	06/2025	Date:	25 June 2025

Purpose

To manage assigned network and customer-driven projects and to achieve project objectives and requirements.

Reporting Structure



Resource Accountabilities

Staff numbers	Nil	Operating Budget	Nil
Capital Budget	Nil	Expense Authority	As per Level 4 DFA

Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
To ensure the safe and effective delivery of assigned projects	<ul style="list-style-type: none"> Plan and schedule work in consultation with the works planning and scheduling team Identify and assess risks Develop project plans and complete project planning processes Direct project work and control changes Monitor the progress of scheduled activities and provide progress reports to stakeholders Apply knowledge, experience, problem solving and decision making skills to provide the project deliverables Update computer systems and project documentation Forecast expenditure on assigned projects 	<ul style="list-style-type: none"> Projects are delivered on time, within specification and on budget Staff and contractors adhere to WEL's health and safety requirements Compliance with WEL design and construction standards Computer systems updated
To ensure that projects are correctly closed	<ul style="list-style-type: none"> Ensure equipment inspection, test and as-built information is being collected during the project Arrange the completion of outstanding items Complete all project closure activities and processes Update computer systems and archive project records 	<ul style="list-style-type: none"> Projects are closed out efficiently and on time Computer systems updated Project records archived

	<ul style="list-style-type: none"> • Collect lessons learned 	
To build and maintain effective networks and working relationships with key stakeholders	<p>Identify and manage stakeholders including:</p> <ul style="list-style-type: none"> • Internal project sponsors, design, planning and procurement teams • External customers, territorial authorities, road controlling authorities, engineering consultants, contractors and suppliers 	<ul style="list-style-type: none"> • Achieving project objectives • Quality of relationships • Stakeholder feedback
To develop and maintain knowledge to achieve and maintain compliance with relevant requirements	<p>Ensure compliance with relevant requirements including:</p> <ul style="list-style-type: none"> • Health and safety • Work on and near roads • Electricity distribution • Resource management • Building and construction 	<ul style="list-style-type: none"> • Regulatory compliance • Adherence to WEL policies, processes, procedures and standards
To contribute to the overall effectiveness of the business group and the company	<ul style="list-style-type: none"> • Participate in and contribute to the functioning of the project management team • Promote cross functional relationships and cooperation within the company • Build effective networks and working relationships with stakeholders • Represent WEL Networks as required at relevant external project meetings, present a professional and positive image of the company 	<ul style="list-style-type: none"> • Company performance indicators • Quality management system and processes • Achievement of agreed project measures

	<ul style="list-style-type: none"> • Undertake special projects for WEL when required • Undertake continuous improvement projects as and when required 	
To contribute to the continuous improvement of asset management	<ul style="list-style-type: none"> • While contributing to the design, planning, installation, maintenance, operation, servicing, renewal, and disposal of WEL's permanently connected Network Assets and Network Management Systems: <ul style="list-style-type: none"> ○ Participate in Asset Management activities that align to the Asset Management Policy ○ Contribute to the achievement of WEL's Asset Management Objectives (as detailed in the Strategic Asset Management Plan (SAMP)) • Support Asset Management assurance initiatives 	<ul style="list-style-type: none"> • Active support for objectives and outcomes as detailed is evidenced • WEL demonstrates excellence in asset management through retention of ISO 55001 Asset Management Standard certification
To participate and contribute to projects	<ul style="list-style-type: none"> • Undertake special projects for WEL when required • Undertake continuous improvement projects as and when required 	<ul style="list-style-type: none"> • Achievement of agreed project measures
Targeting "Best in Safety"	<ul style="list-style-type: none"> • Promotion of good safety management practices • Participation in safety and wellness activities 	<ul style="list-style-type: none"> • WEL's health and safety policies and procedures are adhered to at all times

	<ul style="list-style-type: none"> • Being a safety leader 	
To work in and promote a ‘Best in Service’ attitude to all endeavours	<ul style="list-style-type: none"> • Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always 	<ul style="list-style-type: none"> • WEL’s reputation is enhanced in the community • You are known for your excellent customer service

Person Specification

Qualifications	Essential	<ul style="list-style-type: none"> Appropriate tertiary level technical qualification
	Desirable	<ul style="list-style-type: none"> Formal qualification in project management
Experience	Essential	<ul style="list-style-type: none"> Five years' experience in the delivery of capital and customer driven projects
	Desirable	<ul style="list-style-type: none"> Experience in the delivery of complex technical projects within the electricity industry
Role Specific Competencies	<ul style="list-style-type: none"> Safety leadership: Consistently demonstrates sound safety leadership. Customer focus: Puts the customer first and is eager to meet their needs and look after their interests. Detailed planning: Develops detailed plans and anticipates and resolves issues before they have a negative impact on project objectives. Action-oriented: Takes appropriate actions to ensure continuity of project work and maintains focus on key priorities. Decision-making: Accountable for own actions, uses initiative, resolves problems and makes sound decisions. Creativity and innovation: Develops new solutions to work related issues in conjunction with stakeholders. Commercial awareness: Understands and applies commercial principles. Considers proposed changes in terms of benefit, scope, resources, time, cost, quality and risk and assesses the impact. Flexibility: Successfully adapts to changing demands and conditions. Teamwork: Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others. Relationship focus: Builds strong long-term relationships with stakeholders internal and external to the business, acting with integrity and building trust. Industry knowledge: Has sound industry knowledge of health and safety, electricity, resource management and building legislation, 	

	<p>codes of practice, electricity industry rules, construction industry good practice requirements, project management and electrical standards and other relevant requirements.</p> <ul style="list-style-type: none">• Computer systems: Uses computer systems for communications, project planning, procurement, cost control and expenditure forecasts.
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WHAT WE DO

We create an
innovative
energy future.

WHY WE DO IT

To enable our
communities
to thrive.

HOW WE DO IT

Best in Service.
Best in Safety.

OUR VALUES

A

Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.

B

Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do.

We often ask "is there a better way to do this?" and we investigate options.

C

Care for each other, the customer, and our assets

We work as a team across the business to do things the right way.

We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.

D

Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.

E

Every Day – Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.