

Position Description



Title	Assistant Project Manager
Organisation	Autonomous Energy
Reports to	Project Director
Location	Melbourne
Description	Support the planning and delivery of projects from development through to completion
Applications to	hr@autonomousenergy.com
Responsibilities	<p>Development</p> <ul style="list-style-type: none">• Help identify project risks and opportunities through risk management planning• Provide input to the project structure, timelines and methodologies• Conduct site inspections to ensure site specific risks are captured during design phase• Manage interfaces between suppliers, contractors and clients to synthesise deliverables• Engage with clients and subcontractors to support the development of projects and scoping stages <p>Delivery</p> <ul style="list-style-type: none">• Proactively manage your client and contractor contacts in line with the project plan• Ensure risks and issues are communicated and escalated early to the PM so they can manage the expectations of the client when deviations to the contract occur• Co-ordinate with subcontractors to their scope of works and program to protect and support Autonomous Energy in its completion of its own contracts• Act as an ambassador for the company by attending site visits to support client and contractor activity on site• Support outcomes and deliver on project key performance indicators (schedule, cost, quality, scope)• Assist in developing project specific HSEQ plans and other project documentation as required by client and Autonomous Energy policies

- Manage Work Health & Safety and Environmental risks in accordance with AEs IMS manual and procedures
- Ensure duties are performed in accordance with Quality, Safety and Environmental standards and legislation
- Support the compilation of project progress reports detailing progress, issues, actions and successes
- Ensure learnings are captured and communicated for future projects through the PM
- Utilise the company CRM system to manage relationships with clients, suppliers and subcontractors and carry out all project related transactions via the project management system
- Organise and assist in the handover of final quality assurance checks and commissioning of each project to ensure our service team can manage the ongoing maintenance, reporting and monitoring obligations
- Adhere to company stock management policies to ensure that stock levels are at a minimum and any excess is used as quickly as possible

How you will succeed

- Evolve and innovate your approaches in step with the business, feeling comfortable to challenge the status quo
- Communicate to effect change, distilling complex concepts and insights concisely and with action, ensuring everyone understands how they will contribute to success
- Collaborate with engineering, sales, service and financial resources to support the project development and delivery process
- Strong communicator – can speak the language of projects, engineering and design

What we need from you

- Act with integrity and trustworthiness
 - Highly organised
 - Accessible, approachable, and collaborative
 - Ensure the use of best practices and apply lessons learned from previous projects
 - Fast-paced with a bias towards timely actions and outcomes
 - Humility with a willingness to question your own approach
 - Strategic thinker with a passion for achieving long-term success being comfortable getting your hands dirty to see through solutions
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