

# Position Description

## Project Controls Specialist – Change & Risk

### NWTD Project

#### Objectives

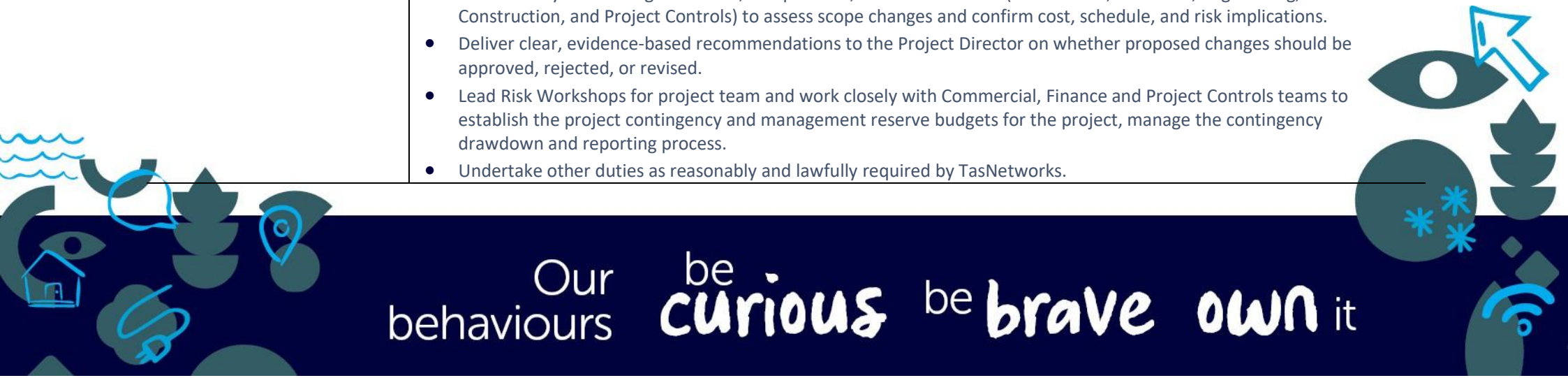
- Maintain and ensure the effective implementation of the project's Change Management and Risk Management frameworks, in alignment with TasNetworks and NWTD Project Risk and Change Management Plans and requirements.
- Oversee and coordinate all project change and variation requests independently and impartially ensuring consistency with the approved scope, schedule, and budget.
- Provide dedicated leadership as the project's single point of contact for risk management, ensuring all risks are identified, assessed, mitigated, and monitored in line with the Project Risk Management Plan.

#### Role Specific Accountabilities

- Evaluate and review contractor change requests to confirm they remain fully aligned with the approved project scope, budget, and schedule baselines.
- Provide strategic oversight of the project's Qualitative and Quantitative Risk management, including facilitating risk workshops, maintaining the Project Risk Register, and leading Quantitative Risk Assessments (QRA).
- Provide governance and assurance to control scope increase, manage commercial and contractual risks and ensure all changes remain aligned with the Change Management Plan and the project's overarching objectives and obligations.
- Manage the end-to-end change control process for contractor initiated and internally generated change requests.
- Maintain a robust change register and ensure all documentation is accurate, complete and audit ready.
- Track trends in change requests and develop regular update for the project wide risk register.
- Provide backup support to other Project Controls team members as needed.
- Work closely with Change Initiators, EPC partners, and Owner teams (Commercial, Contracts, Engineering, Construction, and Project Controls) to assess scope changes and confirm cost, schedule, and risk implications.
- Deliver clear, evidence-based recommendations to the Project Director on whether proposed changes should be approved, rejected, or revised.
- Lead Risk Workshops for project team and work closely with Commercial, Finance and Project Controls teams to establish the project contingency and management reserve budgets for the project, manage the contingency drawdown and reporting process.
- Undertake other duties as reasonably and lawfully required by TasNetworks.

### Project Services

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<p><b>To be successful in this role</b></p>	<ul style="list-style-type: none"> <li>• A bachelor’s degree in project management, commerce, engineering, or a related field is required.</li> <li>• Experience in project controls, change management and risk management within engineering, procurement, construction (EPC) major infrastructure, or capital works projects.</li> <li>• Strong understanding of project scope definition, contract management and commercial frameworks.</li> <li>• Ability to interpret technical documentation, contract clauses, and cost estimates.</li> <li>• Strong leadership qualities with proven ability to lead negotiations and resolve disputes.</li> <li>• Ability to build collaborative relationships and influence senior stakeholders and contract partners.</li> <li>• High-level analytical skills with the ability to assess impacts across scope, cost, schedule, and risk.</li> <li>• Proven ability to establish new processes, frameworks, and teams in a major project's environment.</li> <li>• Excellent communication skills with the ability to translate complex data into clear insights and recommendations.</li> <li>• Exposure to government-funded or regulated infrastructure programs highly desirable.</li> <li>• Familiarity with project controls systems (e.g., Primavera P6, InEight, SAP, or similar) is highly advantageous.</li> <li>• Demonstrated experience conducting Quantitative Risk Assessments (QRA) using Monte Carlo simulation technique highly desirable.</li> <li>• Proficiency in MS Office Suite (advanced Excel skills), risk management software (Risk, Safran, Acumen Fuse) and data visualization tools (Power BI, Tableau).</li> </ul>
<p><b>Compliance Requirements</b></p>	<ul style="list-style-type: none"> <li>• A satisfactory National Police Record check to confirm eligibility for the role.</li> </ul>

**Reports to:**  
Project Controls Lead

**Direct reports:**  
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**Approved:**  
March 2026



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