

# Position Description



## Project Governance & Assurance Specialist

NWTD Project

Project Services

<b>Objectives</b>	<ul style="list-style-type: none"><li>• Provide independent assurance across the full Owner delivery organisation and its contractors, confirming that governance, quality systems, and internal controls are effective and operating as intended.</li><li>• Establish and maintain the Project Quality &amp; Governance Framework, including the Quality Management Plan and assurance regime, to deliver consistent, risk-based oversight across the project.</li><li>• Develop and administer a governance framework aligned with corporate standards that enables transparent, auditable, and timely decision-making.</li></ul>
<b>Role Specific Accountabilities</b>	<ul style="list-style-type: none"><li>• Maintain and implement Project Functional Management Plans as the primary mechanism for defining Owner obligations, responsibilities, and internal control requirements.</li><li>• Deliver structured assurance that provides confidence that the integrated project team is operating effectively, in accordance with documented requirements, and in alignment with approved project objectives and stakeholder expectations.</li><li>• Monitor contractor performance to ensure construction activities meet approved scope, design specifications, and quality standards.</li><li>• Develop, maintain, and execute the Owner's integrated assurance schedule, including risk-based audits, reviews, and surveillance activities across Owner teams and contractors.</li><li>• Conduct independent assurance of Owner and Contractor processes, documentation, deliverables, and controls to confirm effectiveness and compliance with approved governance, quality, and risk management frameworks.</li><li>• Monitor EPC contractor compliance with approved quality management systems, ITPs, and construction controls through verification and assurance activities, without duplicating execution responsibilities.</li><li>• Verify that Owner teams implement governance processes, change controls, reporting standards, and risk management requirements effectively.</li><li>• Maintain comprehensive, audit-ready governance records documenting decisions, deviations, risks, corrective actions, and concessions</li></ul>



## Role Specific Accountabilities

- Prepare executive-level assurance reports, dashboards, and performance summaries using recognised industry metrics for the Project Director, Steering Committee, and governance forums.
- Identify systemic risks, emerging trends, or control weaknesses across the Owner delivery model and recommend corrective or preventive actions.
- Escalate material non-conformances, persistent governance failures, or systemic risks.
- Support governance forums by presenting quality and assurance matters that are clear, evidence-based, and decision-ready.
- Promote continuous improvement by capturing lessons learned and integrating them into project controls and governance processes.
- Any other duty or task as reasonably and lawfully directed by TasNetworks

## To be successful in this role

- Bachelor's degree in engineering, construction management, quality management, or related discipline; or significant equivalent experience
- Demonstrated experience in quality assurance, governance, or compliance roles within major infrastructure, construction, or engineering projects.
- Strong understanding of construction methodologies, quality management systems, and technical standards.
- Ability to interpret engineering drawings, specifications, ITPs, and compliance documentation (desirable).
- Experience monitoring contractor performance and managing non-conformances.
- Strong leadership qualities with proven ability to lead negotiations and resolve disputes.
- Demonstrated ability to build collaborative relationships and influence senior stakeholders and contract partners.
- High-level analytical skills with the ability to assess impacts across scope, cost, schedule, and risk.
- Demonstrated success managing complex contracts and multidisciplinary projects. Proven ability to establish new processes, frameworks, and teams in a major project environment.
- Familiarity with ISO 9001, construction quality frameworks, or similar standards.
- Exposure to government-funded or regulated infrastructure programs highly desirable.
- Demonstrated ability to make sound, timely decisions on the application of governance rules within dynamic project environments.

Commented [10]: Is there a particular reason that we've deemed that the individual must be degree qualified? Might be very relevant to have someone with a trade qualification and significant quality and operational experience?

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## Compliance Requirements

- A satisfactory National Police Check to confirm eligibility for the role

### Reports to:

Project Governance & Assurance Lead

### Direct reports:

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### Approved:

March 2026



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