

Position Description

Project Scheduler

NWTD Project

Project Services

Objectives

- Develop, implement and maintain the project Planning & Scheduling, Progress Measurement and Reporting and Performance Management Frameworks, and ensure alignment with TasNetworks and NWTD Schedule Management Plans and requirements.
- Act as the subject matter expert on the project team for overall Planning & Scheduling, Progress Measurement and Reporting and Performance Management.
- Ensure integrated project controls is established and maintained including Earned Value Management.

Role Specific Accountabilities

- Responsible for the overall development and implementation in conjunction with Commercial, Cost Controller and the Contractor; Work Breakdown Structures (WBS), Cost Breakdown Structure (CBS).
- Skilled in the development and maintenance of project schedule baselines and Basis of Schedule (BoS).
- Skilled in the development and maintenance of Critical Path Methodology (CPM) based project schedules and determining appropriate project milestones.
- Skilled in the development and maintenance of resource and cost loaded schedules.
- Skilled in estimating project resource requirements (manpower, equipment and materials).
- Develop and maintain the Progress Measurement and Reporting process including establishing Rules of Credit.
- Develop and maintain the Performance Management process including S Curves.
- Develop and maintain the Earned Value Management (EVM) process including SPI, CPI.
- Supports the project Change and Risk Management processes.
- Ensure project cost and schedule physical progress is aligned.
- Support overall project reporting and metrics including; Rules of Credit, Dashboard reports, S Curves, weekly and monthly cost and progress reports.
- Interface with internal and external project stakeholders as required; Project Management, EPC Contractor, Commercial, Contracts, Engineering, Procurement, Construction teams.
- Develop project metrics and presentations for the Project Leadership team, Executive Team and Board as required;
- Provide backup coverage for other Project Controls team members as required.
- Any other duty or task as reasonably and lawfully directed by TasNetworks



Our behaviours be curious be brave own it

<p>To be successful in this role</p>	<ul style="list-style-type: none"> • Bachelor's degree in project management, Commerce, Engineering, or related field is required. • Sound professional knowledge of Project Control Best Practices including AACE Total Cost Management (TCM) framework and Recommended Practices (RP's). • AACE International membership and Project Scheduling Professional (PSP) designation highly desired. • Demonstrated experience in project controls, planning and scheduling and earned value management within engineering, procurement, construction (EPC) major infrastructure, or capital works projects. • Demonstrated success managing complex contracts and multi-disciplinary projects. • Strong understanding of project scope definition, contract management, and commercial frameworks. • Ability to interpret technical documentation, contract clauses, and cost estimates. • Proven ability to establish new processes, frameworks, and teams in a major project environment. • 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. • Excellent communication skills with the ability to translate complex data into clear insights and recommendations. • Ability to balance strategic thinking with hands-on operational leadership. • Familiarity with project controls systems (e.g., Primavera P6, InEight Controls, SAP, or similar) is advantageous. • Proficiency in MS Office Suite (advanced Excel skills), risk management software (@Risk, Safran, Acumen Fuse) and data visualization tools (Power BI, Tableau). • Demonstrated experience conducting Quantitative Risk Assessments (QRA) and Schedule Risk Assessments using Monte Carlo simulation technique. • Exposure to government-funded or regulated infrastructure programs highly desirable.
---	---

<p>Compliance Requirements</p>	<ul style="list-style-type: none"> • A satisfactory National Police Record check to confirm eligibility for the role
---------------------------------------	---

Reports to:
Project Controls Lead

Direct reports:
0

Approved:
May 2026

