

PROJECT MANAGER – CIVIL

Position Level: L5

Location: Pilbara

Effective Date: June 2026

Responsibilities

The Project Manager – Civil is responsible for the safe and efficient project delivery on site.

Reporting

The Project Manager – Civil reports to the Principal Project Manager – East.

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. Integrated Management Systems:	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. Project Management:	• Initiate, scope, plan, deliver and closeout projects in accordance with Pilbara Ports' Project Management Framework. • Manage project stakeholders to ensure project requirements and risks are identified, defined and documented during project development and execution. • Prepare risk assessments, budgets, forecasts, accruals, schedules and plans for projects to ensure effective monitoring and progress reporting. • Develop, maintain, refine and record key project documentation including schedules, plans, registers, change requests, project status reports and financial tracking. • Ensure works are completed safely, ensuring that standards for environmental and quality requirements are met. • Attend site on a daily basis, attending contractor's daily pre-start meetings (where reasonable) and other relevant meetings. • Undertake regular inspections, auditing and active and anticipatory management of all relevant issues and risks.
4. Contract Management:	• Identify, define and manage interfaces between multiple contractors across multiple work packages. • Act as Superintendent Representative for the delegated functions. • Manage and administer agreements with contractors, consultants and suppliers as required.

	• Manage and track Contractor variation claims and approvals against Contract schedule and approved project budgets. • Ensure Safety in Design is appropriately considered during the planning, design and execution of the works. • Lead the procurement process as required, including preparing scopes of work, providing input to technical documents, risk assessments, and tender evaluation.
5. Leadership:	• Provide support to project stakeholders to drive progress and completion of tasks and targets. • Initiate and contribute to organisational improvement and innovation.
6. Other Duties	• Other ad-hoc duties as directed by the Principal Project Manager – East. • Ability to work outside of normal business hours may be required to meet operational requirements from time to time.

Selection Criteria

Qualifications:

Qualifications in project management, or ability to obtain (minimum Project Management Diploma or Certificate level).

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- Enjoys working in a dynamic environment where priorities and deadlines may change.
- Positive team player, who enjoys assisting colleagues and external stakeholders.

Work Related Requirements:

- Demonstrated experience or understanding of port operations and transitional stage from project delivery to commissioning and operations.
- Well-developed project management skills, with the ability to coordinate and influence a wide range of stakeholders.
- Excellent interpersonal, verbal, and written communication skills including the ability to achieve positive outcomes through effective liaison and negotiation.
- Ability to develop plans, coordinate logistics, and execute work, whilst managing competing priorities.
- Ability to operationalise legislation, standards, and develop procedures.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.