

## Position Description

**Title:** Project Document Controller – Mt Cass Wind Farm (Fixed Term)

**Reporting to:** Mt Cass Wind Farm Acting Chief Executive, and the Project Director

**Direct Reports:** N/A

### THE PROJECT

Assist the Mt Cass Wind Farm Acting Chief Executive with ensuring the successful execution of the Mt Cass Wind Farm development and construction package. Execution of the development package requires reaching financial close, construction through to practical completion (testing, operation and handover) and fulfilling post completion consent obligations.

### PURPOSE OF POSITION

The Project Document Controller reports to the Mt Cass Wind Farm Acting Chief Executive and is a member of the Mt Cass Wind Farm Team of MainPower New Zealand Limited (the Company).

The Project Document Controller is responsible for performing accurate, timely and efficient administration and management of the Project Document Control System, primarily being the custodian of the 'ProjectWise' Document Management System.

Responsibilities also include assisting the project team with administrative duties to ensure the ongoing development of project documentation.

The Project Document Controller will assist the Project Director in maintaining effective relationships between the Project and key stakeholders, ensuring all parties are effectively briefed and engaged for the duration of the Project.

The Project Document Controller provides support to the Chief Executive and the rest of the Company adopting a culture of service excellence; ensuring customer and business needs are understood and that best practice delivery support meets or exceeds expectations; all while ensuring health and safety standards are maintained.

### POSITION VALUES

The role of Project Document Controller is considered a critical support role to the Project Team and it is expected that a strict sense of professional ethics, confidentiality and privacy is maintained, a positive customer service attitude and team focus is displayed and is enquiring and articulate while ensuring the values of the Company are upheld at all times.

## KEY RELATIONSHIPS – INTERNAL AND EXTERNAL

- MCWF CE
- Mt Cass Wind Farm Project Director, Project Team & Project Sponsors
- Suppliers under contract to MCWF for the Project including but not limited to Contractors, Consultants, Advisors, etc.

### ACCOUNTABILITIES

### RESPONSIBILITIES AND PERFORMANCE MEASURE

#### Document Control

- Provides administrative support to the Project Director and Project team, including prepares or proofs, and maintains correspondence, forms, documents, schedules, spreadsheets, etc.
- Takes ownership of processes and coordination activities.
- Undertakes tasks in a timely fashion. Maintains accurate and up to date systems and reporting to meet project and programme requirements.
- Collect and share any lessons learned and apply learnings across the Project team.
- Work collaboratively with cross functional disciplines and colleagues to support a one team environment and culture.
- Take ownership of the administration of the 'ProjectWise' document management system that has been selected for use on the project.

#### Contribute to the Team

- Ensure effective communication and uptake of new procedures.
- Create ad-hoc reports as necessary.
- Participate fully in meetings with colleagues throughout the Company, contributing as appropriate and supporting colleagues as required.
- Undertake any further responsibilities as reasonably requested by the Acting Chief Executive.

#### Health and Safety

Contributes to a culture of health and safety.

- Positively contributes to the Company's Health & Safety culture through active support and adherence to internal policies and procedures.
- Model behaviours that promote health and safety values of the Company.
- Carry out safe work practices by observing and giving feedback and recognition to direct reports, peers and other staff, contractors and visitors on safe and unsafe behaviours.

- Participate in regular Health and Safety meetings and relevant health and safety training as required.
- Take all practical steps to work safely at all times and ensure other staff members are also working safely.
- Accurately report and record all health and safety incidents, near hits or hazards as required in a timely fashion using company procedures and systems.

### **Professional Development**

Undertakes professional development required to fulfil the Document Controller competencies and accountabilities.

- Actively participate in all performance reviews with the Acting Chief Executive.
- In conjunction with the Acting Chief Executive, prepare and keep current a professional development plan.

## **COMPETENCIES – ATTRIBUTES AND BEHAVIOURS**

In order to be effective in the position, the Project Document Controller shall have and be able to consistently demonstrate the attributes and behaviours described below:

- Actively demonstrates professionalism throughout the Company and the industry and be a credible and trustworthy person who holds the respect and loyalty of all project stakeholders.
- Is proactive, energetic, enthusiastic and positive in all dealings with colleagues and customers.
- Be a self-starter, have tenacity in pursuing goals, show focus in the face of opposition and ensure personal goals are aligned with the Company objectives.
- Demonstrates a strong understanding and commitment to the goals and objectives of the Project, and the Company.
- Works collaboratively with colleagues to achieve organisational goals, genuinely valuing input from others' ideas and expertise; is willing to learn from others.
- Champions MainPower's "Health, Safety and Quality cause", set directions, define standards and values and embed continuous improvement inside and outside areas of responsibility.
- Relies on experience and judgement to plan and accomplish goals.
- Regularly update knowledge and skill through effective training and education.

## **COMPETENCIES – SKILLS AND EXPERIENCE**

In order to be effective in the position, the Project Document Controller shall have and be able to demonstrate the following skills and experience:

- Working knowledge of Document Management platforms and systems (e.g. ProjectWise)
- Advanced level Microsoft Word, Excel, PowerPoint, Visio & Project with excellent numeracy skills
- Experience in health and safety and industrial management, desirable.
- Excellent written and verbal communication skills, and strong interpersonal skills to liaise with staff and suppliers.
- Demonstrated time management and organisational skills.

- Has an eye for detail, is accurate in completing tasks.
- Familiar with standard concepts, practices, procedures.
- Experience of Project Management from the perspective of both the client and the contractor.

This document is not intended to be exhaustive in terms of detailing the role and responsibilities of the position but to at least to provide a ‘flavour’ of the requirements of the role – you may be asked to complete other duties for the betterment of the business from time to time.

We may change your duties from time to time to reflect the changing requirements of your position and our business.