

Role: Project Scheduling Specialist
Area: Asset Delivery
Sub-Area: Portfolio and Governance
Location: Dublin/Cork
Duration: Specific Purpose
Salary: Competitive
Ref: 065AD21



Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

Irish Water is part of Ervia group. Ervia is a commercial semi-state company responsible for Irish Water, Gas Networks Ireland and Aurora Telecom. Ervia directly employs over 1,600 people who deliver water, gas and dark fibre broadband services to 1.7 million customers daily.

The Role:

The Project Scheduling Specialist is responsible for the integrity and management of information for a suite of projects/programmes to be used for making key Asset Delivery decisions. The Project Scheduling Specialist will report directly to the Central Project Scheduling Lead.

The realisation of the Capital Investment Plan (CIP) is part of our continuing commitment to deliver quality services and infrastructure while safeguarding Ireland's environment and delivering on our obligations.

Main Duties and Responsibilities:

- Responsible for management and updating of system information (Primavera, Maximo, etc.) for a portion of the portfolio to enable effective management of projects against budget, schedule, risk, cost and output.
- Establish and Maintaining the Baseline Cost Loaded Schedule for the Portfolio at all levels at a Regional level.
- Establish, maintain and control the forecast schedule for a suite of projects/programmes.
- Manage and control any changes to Baselines, Budgets, Contracts etc. including maintaining a regional change control log and ensuring full sign off of changes.
- Manage the production of schedule performance data and Key Performance Indices for project progression at a Regional level and provide information to support Portfolio performance reporting.
- Maintain contingency records and provide information to support portfolio risk management.
- Ensure the accuracy and integrity of system maintained information on portfolio performance with regard to the lifecycle of projects, programmes and the portfolio.
- Track efficiencies across a suite of projects/programmes.
- Manage a team of Project Schedulers and implementing schedule standards on Contractors programmes.
- Maintaining the reporting calendar.
- Maintaining and controlling reporting templates.

- Maintaining standards for reporting including enforcing reporting standards on Contractors.
- Provide Primavera P6 “super-user” capability support at a Regional level, and act as a focal point for addressing technical issues.
- Raise and escalate issues affecting portfolio delivery, as appropriate.
- Manage the interface regionally with:
 - Water, Wastewater and Networks Portfolios within Asset Delivery
 - Contracts and Engineering Services within Asset Delivery
 - Asset Management
 - Asset Operations
 - Commercial and Supply Chain
 - Local Authorities
 - Other stakeholders
- Drive continuous improvement in the development of the systems in place to support the delivery of the Capital Investment Plan, including (Primavera, Maximo, Power BI etc.).
- Ensure compliance with standards and processes.
- Manage and conduct the performance management and development processes for direct reports as appropriate.
- Perform other such duties such as Irish Water may reasonably require.

Knowledge, Skills and Experience:

- Relevant (Level 8) degree qualification in engineering or construction management.
- Minimum of 5 years post-graduation experience in a project management position preferably with utility experience.
- Experience using project, contract and finance management tools, (e.g. Primavera P6, Maximo, PCM and Oracle).
- Strong commercial awareness in the governance, control and performance analysis of large scale complex and varied portfolio is required.
- Experience working to regulatory and project deadlines.
- Experience of developing and maintaining effective strategic partnerships with key stakeholders.
- Demonstrated leadership ability, proactive development, motivation and engagement of teams.
- Strong communication skills coupled with excellent business acumen.
- Driver of high standards for individual, team and organisational accomplishment and delivering desired results.
- Excellent communication (both verbal and written) and interpersonal skills.

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:
careers@water.ie.

The closing date for receipt of applications for this vacancy is **30th July 2021**.
 Please note that applications submitted after this closing date will not be accepted.

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified

individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.

Irish Water is an equal opportunities employer.