

## EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

### Project Management

#### EXAMPLE 1 – Education

##### PROFILE

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Possessing formal qualifications in business administration, disability services and vocational education, I have more than twenty years' experience as a team and project manager, trainer and facilitator in TAFE and the community services sector. With a sound understanding of organisational strategy, systems and development, I have a passion for continuous improvement and the elements that take an organisation from good to great. My approach is to apply the principles of purpose, people and process in prioritising and planning projects to gain alignment and develop client focus and service excellence. I use project management methodology, including stakeholder analysis and engagement to plan and achieve project deliverables.

##### SKILLS & ATTRIBUTES

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###### Management & Leadership

- Experienced servant leader of multi-disciplinary project and direct care front line teams
- Creating team structures that promote transparency, openness and alignment
- Sound understanding of strategic planning and deployment
- Administration and control of organisational quality documents
- Experienced developing tools and templates to standardise work, including visual management techniques

###### Project Management

- Excellent project management abilities, regularly achieving on time/on budget outcomes
- Research and gather data to properly scope a project and understand customer value
- Highly effective stakeholder engagement, management and communication
- Effective use of project management documentation to suit type of project, utilising PMBOK methodology
- Sound understanding and experience working with a centralised PMO function

###### Organisational Development

- Working with organisational performance frameworks and maturity indexes
- Highly developed understanding of adult learning principles, national training packages and competency based assessment
- Practical experience adapting and implementing continuous improvement philosophy, systems and tools for a service/education sector
- Development of strong networks for continued learning, benchmarking and innovation
- Understanding of theoretical frameworks that underpin organisational performance, motivation and satisfaction
- Practical application of a range of feedback mechanisms for improvement, including forums, surveys, questionnaires and individual interviews
- Implementation of change management programs using John Kotter's change framework

### **Personal Attributes**

- Mature and flexible with the ability to see the 'big picture' while maintaining a keen eye for detail and focus on achieving practical outcomes
- Able to work independently, yet also contributing to a team-based result
- Strong service ethic, loyalty and a sense of responsibility
- Open, honest, inclusive and sensitive to others needs
- High professional standards in dealing with colleagues, clients and the broader community

### **Communication & Facilitation**

- Highly developed coordination, communication and facilitation abilities
- Writing for a range of audiences and purpose using instructional design and plain language
- Ability to plan, develop and facilitate engaging customised workshops and training programs
- Proficient with Microsoft Office, E-learning platforms, SharePoint and Prezi
- Confident and practiced presenter to a range of audiences including leadership briefings, staff meetings and conferences

# Project Management

## EXAMPLE 2 – Transport

### PROFILE

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Possessing a Bachelor of Engineering I am a rail industry engineering management professional with extensive experience in large scale rail infrastructure and rolling stock projects, maintenance and operations management, planning, development, integration and improvement.

This broad knowledge and rail technology capability has been applied successfully in leading and motivating specialist teams in the asset management, engineering, strategic planning, risk, business systems, and safety management fields in senior management and project roles at UGL, Alstom, Indec Consulting, government organisations and operational railways involving both light and heavy rail.

### CAREER OBJECTIVE

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Working in an engineering, project or asset management role in the rail industry, either on the client or contractor side, with a management, technical and strategic focus and where I can make a significant contribution to the company/project outcomes. I would consider full-time permanent or contract roles.

### SKILLS & ATTRIBUTES

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#### Project and Technical Management

- Major rail infrastructure and train procurement project management
- Engineering management and configuration change leadership
- Large scale rolling stock and rail infrastructure systems technical and maintenance management
- Maintenance operations and change management
- Asset management systems development, audit and improvement
- Planning, analysis, problem solving and decision making
- Risk, Quality, Safety and Environment management systems development and auditing

#### Leadership and Interpersonal

- Demonstrated leadership style that delivers performance through collaboration, negotiation and teamwork
- Coaching, mentoring and development of team members to build capability and drive outcomes
- Ability to identify and lead change and improvement initiatives
- Adept in managing safety, risk, compliance and company reputation
- Strong professionalism and work ethic with honesty and integrity focus
- Stakeholder and interface management
- Excellent written communication including all aspects of project reporting for internal and external stakeholders
- Highly effective oral communication with all levels within the organisation from the Board down

#### Commercial Management

- Strategy and budget development and achievement of agreed performance targets and programs
- Focus on meeting customer needs and driving efficient and effective operations
- Successful financial/commercial management with P/L responsibility
- Project procurement and contract delivery management with strong outcome and life cycle focus

# Project Management

## EXAMPLE 3 – Transport

### PROFILE

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A transport management professional with over thirty years' experience in a range of engineering disciplines including project and design management, coordination and integration of technical teams in rail systems across Australia leading successful teams in rail design, engineering systems, safety assurance risk management and mitigation.

Highly skilled in leadership and implementation, particularly when facing critical and demanding situations. Ability to create seamless process and momentum in challenging projects, whilst fostering an atmosphere of mutual respect and appreciation.

### CAREER OBJECTIVE

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Seeking a Project or Design Management role that makes a positive contribution to Australia's rail industry. With extensive experience in the procurement and delivery of rail engineering projects, I seek to grow teams that will deliver successful outcomes across all phases of signature projects.

### SKILLS & ATTRIBUTES

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#### Management and Leadership

- Inspiring teams with passion, integrity, effective delegation, goal setting and professional development
- Strong team management in recruitment, mentoring, coaching, motivating and workload monitoring
- Ethical, accountable and responsible project management
- Collaborative management style that has resulted in long-standing loyal relationships with industry

#### Technical and Operational

- Design management, coordination and integration of technical teams, interdisciplinary checks and application of the System Engineering V – Cycle
- Detailed knowledge of railway rollingstock technologies, operations and maintenance
- Extensive experience in asset and facility management systems incorporating LEAN approach
- Comfortable with technology, including Maximo, SAP, FMMS and a range of project management systems

#### Financial and Commercial Management

- Broad experience in project development, resourcing, tendering, delivery and evaluation
- P&L responsibility, budgeting, bottom line results, growth and cost reduction focus
- Diligent governance, compliance and risk management

#### Bid Management and Contract Delivery

- Capacity to manage technical disciplines in major project bids, for rail infrastructure, heavy and light rail rollingstock procurement, operations and maintenance
- Assessing technical and commercial benefits of proposed bid solutions to produce successful outcomes
- Implementation of Material Change, Rail Safety accreditation and Quality Management systems
- Experienced independent Certification, witnessing of contract deliverables and third-party reporting

#### Communication and Interpersonal

- Innovative problem-solving capabilities, whilst being result focussed, across multi-disciplinary challenges and demanding deadlines
- Excellent oral and written capabilities, able to prepare detailed reports and present to senior management

# Project Management

## EXAMPLE 4 – Infrastructure

### PROFILE

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Possessing a Bachelor of Landscape Architecture and a Diploma of Applied Science I am an experienced Project Manager with over 20 years industry experience with Parks Victoria and in Local Government. I have an exceptional track record of successful project delivery and a strong commitment to achieving quality outcomes. Projects have focussed on the planning, development and management of Victoria's iconic open spaces, parks and nature reserves making them more accessible to visitors to maximise their experience.

My success has been achieved through working collaboratively with stakeholders from inception to completion to exceed community expectations in terms of project delivery.

### CAREER OBJECTIVE

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I am seeking a part time or contract role as a Project Manager focussed on nature-based tourism projects which utilise sustainable and ecologically sensitive design to provide quality visitor experiences. Roles which require some strategic thinking with a high level of stakeholder and traditional owner engagement would be particularly attractive.

### SKILLS & ATTRIBUTES

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#### Project and Technical Management

- Engagement, liaison and communication with project partners and stakeholders including local communities, government agencies and consultant teams
- End to end client side management of projects including scoping, planning, resourcing, procurement, contract management and oversight of contractors and delivery
- Working with established project management frameworks including Portfolio, Programme, and Project Management Maturity Model (P3M3)
- In depth sector knowledge, particularly with parks and open space management
- Passionate about collaborative approaches to developing masterplans and designing open spaces and infrastructure
- Planning and delivery of nature-based tourism facilities including overnight accommodation and remote location day visitor facilities
- Financial management including detailed project budget management, cost reporting and cashflow forecasting
- Risk management processes in the planning and delivery of capital projects including the establishment and active use of detailed risk registers and the application of mitigation activities

#### Leadership and Management

- Committed team player who willingly cooperates and works collaboratively towards solutions that benefit all involved parties to accomplish stakeholder and sponsor objectives
- Strategic thinker able to provide creative and innovative project plans and solutions to problems
- Shares job responsibilities in the delivery of projects and strives to improve processes, methods, systems, and services to clients
- Managing small teams and providing mentoring and support to staff

## **Communication and Interpersonal**

- Strong influencing and communication style with the ability to present confident, well thought messages and concepts effectively to a wide audience of stakeholders
- Proven professional writing including the preparation of detailed reports to communicate effectively to the project stakeholders and governance structure as required
- Open, honest, inclusive and sensitive to others' needs
- Strong work ethic, loyalty and a sense of responsibility
- Ability to work independently whilst also contributing to a team-based result
- Mature and flexible with the ability to see the 'big picture' while maintaining an eye on the detail and focus on delivering practical outcomes