Meridian

Position description:

Project Controls & Reporting Lead - Waitaki Upgrade Project

Reporting to:
Commercial Manager - Waitaki Upgrade Project

Date:
Nov 2026

Location:
Christchurch, Wellington or Twizel



The role

The Waitaki Upgrade Project is a major multi-year modernisation of the Waitaki Power Station, involving the upgrade of a seven-unit hydro station within a live operating environment.

The Project Controls & Reporting Lead leads integrated project controls across planning and scheduling, cost control and forecasting, risk management and performance reporting. The role provides a clear, reliable and forward-looking view of project performance, supporting effective decision-making and governance.

Working across Meridian, contractors and delivery partners, the role brings together project information, identifies emerging issues and constructively challenges assumptions while accountability remains with the relevant functional owners.

Position accountabilities

Project controls & performance

- Maintain a clear and reliable view of cost, commitments, forecasts, schedule, risk and overall project performance.
- Coordinate accurate and consistent information from workstreams and functional leads.
- Support the integrated project schedule, monitoring progress, dependencies, milestones and emerging schedule risks.

Cost control & forecasting

- Maintain budgets, commitments, actuals, accruals, cash flow, cost to complete and project forecasts.
- Coordinate monthly forecasting and investigate material variances, cost pressures and opportunities.
- Support contractor payment claim reviews, flagging gaps or discrepancies.

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Position accountabilities (continued)

Risk & reporting

- Maintain the project risk and opportunity register, coordinating updates with risk owners.
- Ensure risks and opportunities are appropriately reflected in forecasts and reporting.
- Lead monthly project performance and governance reporting.
- Develop concise dashboards, KPIs and analysis to support project and investment decisions.

Controls systems & data

- Maintain effective project controls and reporting systems, processes and datasets.
- Maintain data quality, version control and traceability.
- Continually improve controls and reporting processes to improve efficiency, quality and timeliness.

Collaboration & integration

- Work closely with the Commercial Manager, project team and functional leads to integrate relevant project information into reporting and forecasts.
- Constructively challenge assumptions, gaps and inconsistencies while ensuring accountability remains with the relevant functional owner.
- Promote consistent project-controls disciplines and effective use of project information in decision-making.

Knowledge, skills & experience

•Significant project controls experience on large or complex capital projects.
•Strong capability across planning, scheduling, cost control, forecasting and performance reporting.
•Experience reviewing and challenging contractor programmes, progress and forecasts.
•Strong understanding of project cost management and forecasting.
•Strong analytical skills with the ability to identify trends, variances and emerging issues.
•Experience developing dashboards, KPIs and governance reporting for senior decision-makers.
•Advanced Excel capability and experience with project planning and reporting tools, ideally Primavera P6 or Microsoft Project and Power BI.
•Strong communication and stakeholder-management skills.
•Relevant experience or qualifications in engineering, construction, project management, quantity surveying, commerce, finance or a related discipline.

