

# JOHANNA STEDMAN • Business Manager / Project Consultant



*Business manager and project professional with 15 years of experience in the professional services industry. Johanna successfully drives internal business operations whilst also providing project and business consulting services for a wide variety of projects across a number of industries including natural resources, infrastructure, water, waste and environmental.*

## Major Achievements

- Ongoing input into successful project consultancy group at Board and senior management levels
- Successful project consultant roles for various clients (private and public) across multiple industries including environmental, waste, water, natural resources and urban infrastructure
- Business case assessment / development for a number of local and state infrastructure, tourism and waste projects
- Various environmental consulting roles including undertaking of carbon audits, environmental management system development / implementation / management, climate change adaptation strategy, water demand and water quality testing
- Management and enhancement of BDR Projects Pty Limited internal processes and procedures including ISO 9001 aligned Quality Management System
- Successful implementation of project control systems on external projects including AM Meridian Engineering Document Management System, Newforma Project Cloud and Trimble Project Sight

## Qualifications

- Master of Business Administration
- Graduate Certificate of Carbon Management
- Graduate Certificate of Chartered Accounting Foundations
- Bachelor of Environmental Science (Management, Policy)
- Member, Australian Institute of Project Management
- Member, Australian Institute of Company Directors

## Key Skills

- Business management
- Project and business consulting
- Project and business systems
- Project administration
- Procurement and contract administration
- Financial and commercial management
- Feasibility studies
- Business writing (tenders, business plans, business cases)
- Marketing
- Strategic planning
- Quality management
- Corporate governance
- Document control

## Contact

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## Career Overview

2004 – Present	BDR Projects	Business Manager / Project Consultant
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## Professional Record

### 2004 – Present – BDR Projects *Business Manager / Project Consultant*

Duties and responsibilities include:

- Project consultancy roles to public and private sector clients in the environmental, waste, natural resources, utilities, construction and infrastructure industries.
- Financial management for main and related entities including management accounting, financial reporting, compliance, taxation, payroll, budgeting, etc.
- Administration and property management for multiple BDR Projects offices
- Business and project systems evaluation and implementation
- Business process improvement including systems and procedures
- Marketing including strategy, website, social media and marketing collateral
- Business development including tender / bid management, leads management and CRM system management
- Human resources including procedures, recruitment system administration, recruitment processes, induction and staff management
- Quality management including management and implementation of the BDR Management System Manual
- Business strategy and planning
- Registered ASIC Company Secretary

Notable project experience includes:

- Study and Business Case Assessment for a Material Recovery Facility (MRF) for Toowoomba Regional Council (Waste Department)
- Master Planning and Business Case Development for Flinders Shire Council - Porcupine Gorge National Park Tourism Infrastructure Project
- Preliminary Evaluation for QLD Government Department of State Development, Manufacturing, Infrastructure and Planning - Maturing the Infrastructure Pipeline Program for Porcupine Gorge National Park Tourism Infrastructure Project
- Procurement and Project Administration for the SunCentral (Sunshine Coast Council) Maroochydore CBD Project (multiple stages and construction contracts)
- Rapid Assessment Process for QLD Government Department of Infrastructure, Local Government and Planning Maturing the Infrastructure Pipeline Program - multiple water infrastructure projects.
- Feasibility and Business Development Planning for the Online Health Project (private GP client)
- Feasibility Study for Auctus Resources Project Gold Project (mining operation at Chillagoe Station)
- Various environmental management projects for Mount Isa Water Board including development and implementation of environmental management system, set up of water quality testing processes and procedures etc.