



Manager Metronet Project Governance

Branch:	Metronet Office
Directorate:	Metronet Office
Position Number:	00025667
Classification:	Level 8
Physical Location:	140 William Street, Perth
Award/Agreement:	Public Service Award & Public Service and Government Officers General Agreement

Department of Transport's vision is to have the best integrated and intelligent transport services and solutions for the State. We provide and enable safe, accessible and efficient movement for the economic and social prosperity of Western Australia.

The Department forms part of the Transport portfolio and includes Main Roads WA and the Public Transport Authority.

Our Values:

We welcome [*Fresh Thinking*](#) and finding better ways of working

We set [*Clear Direction*](#) and have the courage to follow through

We work together to deliver [*Excellent Service*](#)

We make things happen through our [*Great People*](#)

Department of Transport (DoT) is an equal opportunity employer and embraces diversity as we believe the best services come from a workplace in which varied viewpoints are welcomed and encouraged.

Overview of Directorate

Metronet is the framework for WA Government decisions on key Transport Infrastructure including heavy rail investment, light rail network planning and investment, major new bus services, and other related transport infrastructure.

The Metronet Office is a fully integrated team comprising of expertise across WA Government to undertake the initial planning and development of transport projects within the Metronet program of work. The scope of work will develop projects up to the contract procurement stage that includes development of business cases, project definition plans and improvement / master plans.



Overall Purpose of the Role

- Ensure the efficient and effective delivery and management of governance, legal, procurement and corporate support services in accordance with relevant legislation and Public Sector corporate governance requirements.
- Monitor, coordinate and report to the Taskforce and Steering Groups on the delivery of the Metronet program of works.

Work Description

1. Provide high level strategic program management to ensure the successful delivery of the Metronet program of works.
2. Provide executive support to the Metronet Project Director and ensure appropriate tracking, monitoring and reporting mechanisms are in place for key deliverables.
3. Implement the governance framework for the financing, planning and delivery of the Metronet project.
4. Provide strategic advice on the application of appropriate governance across the Metronet program of works.
5. Develop and deliver strategic procurement strategies to ensure the delivery of products and services is achieved in accordance with the Transport portfolio and Public Sector corporate governance requirements.
6. Oversee the delivery of legal services to ensure appropriate management strategies are applied.
7. Deliver and, as appropriate, coordinate the provision of corporate services to support the Project Office.
8. Operate within the Transport Portfolio and DoT Corporate Governance framework, policies and procedures.
9. Undertake other duties as required.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

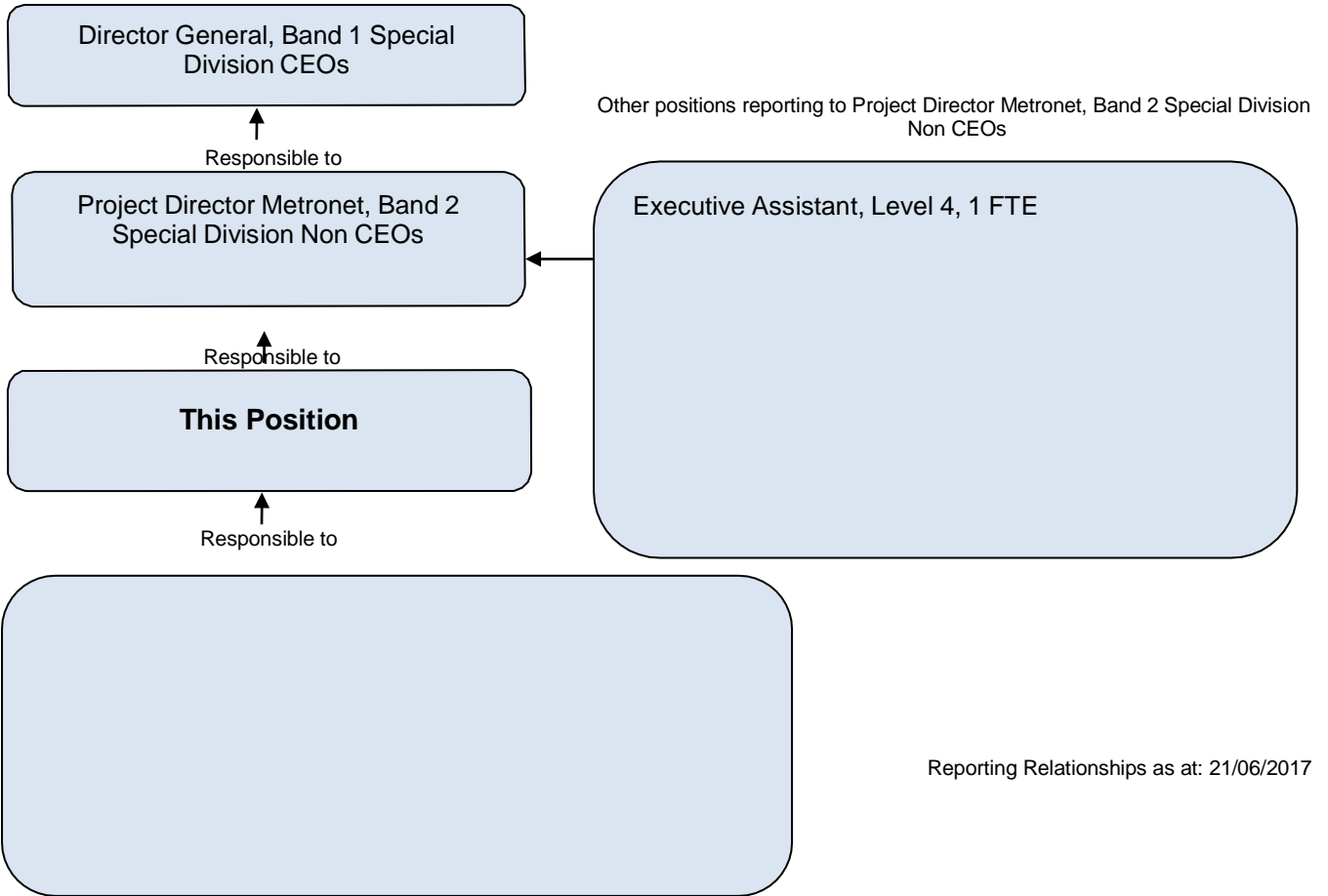
1. Proven experience in managing complex projects or processes including the development and implementation of governance frameworks.
2. Demonstrated experience and ability in compliance management, including quality assurance practices that minimise risk and initiate continuous improvement.
3. Expert level verbal and written communication skills.
4. Proven experience in strategic stakeholder engagement with ability to build strong partnerships and negotiate across a wide range of entities.
5. Proven experience in delivering strategic corporate services.
6. Demonstrated experience in achieving results and operating effectively in a dynamic environment.

DESIRABLE:

1. Tertiary qualifications in business or a related discipline will be considered highly desirable.



Reporting Relationships



Allowances/Special Conditions

A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Executive Director
People and Organisational Development**