

JOB ROLE STATEMENT

MANAGER PROJECT PROGRAMMING LEVEL 8

DIRECTORATE
BRANCH

FINANCE AND COMMERCIAL SERVICES
BUDGET AND PROGRAM MANAGEMENT

POSITION NO P0058257

KEY RESPONSIBILITIES

Manage the programming of infrastructure projects needed to accommodate significant road transport tasks that impact on the State's road network. Manage the impact of emerging road needs and major projects on the Main Roads program.

KEY DELIVERIES

Program Development

- Ensure that significant or sensitive infrastructure projects are identified, estimated, and the funding is determined to meet road network needs.
- Ensure there is a high level of awareness and understanding of infrastructure projects and programs, their benefits, implementation and outcomes.
- Provide high level advice to the Managing Director, Executive Directors, Directors and Regional Managers on significant and sensitive infrastructure projects and programming matters.
- Review project charters and project plans for major infrastructure projects, including Project Proposal Reports.
- Manage the development of the Ten Year Program of infrastructure projects for National, State and Local road networks.
- Manage the development of the National Highway Five Year National Partnership Agreement.
- Provide high level advice on unfunded projects.
- Manage the development of funding submissions and business cases.

Program Management

- Manage the approval process for major infrastructure projects.
- Assess project variations and the impact on the program.

Leadership and Management

- Contribute to the formulation of Directorate policy and strategy.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Undertake high level consultation with key external stakeholders, eg. Hon Minister for Transport, Treasury, Department of Transport, Federal Department of Infrastructure and Regional Development, Infrastructure Australia, Department of Planning, Lands and Heritage, Department of Regional Development, Road Safety Commission, Local Government, industry and the community in the development of infrastructure projects and programs.
- Undertake high level consultation with key internal stakeholders e.g. Commissioner, Managing Director, Executive Directors, Regional Managers and Branch Managers.
- Represent Main Roads on high level external committees.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL

DIRECTOR BUDGET AND INVESTMENT PLANNING

LEVEL 9

POSITION NO

P0058245

MANAGER PROJECT PROGRAMMING LEVEL 8

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Project Programming Manager
Project Manager (Programming)

LEVEL 7
LEVEL 7

Salaried, Wages

1
1

TOTAL

2

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Extensive skill, knowledge and experience in:
 - road infrastructure investment planning, program development and program management
 - road infrastructure planning, asset management, design, construction and maintenance
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
 - managing employee behaviour, performance and development
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:

- A Degree in Engineering.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE 17.5.2017

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE 18/05/2017

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER HR BUSINESS

DATE 19/5/17