



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Principal Investment Advisor

Level

6

Position Number

34480
(Nominated)

Division/Directorate

Finance and Contracts

Branch/Section

Budget and Financial Planning

Effective Date

April 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Manager Budget and Financial Planning, Level 8

Subordinates: Cost Estimation Administrator, Level 6

Key role of this position

Development and prioritisation of the Public Transport Authority's (PTA) asset investment proposals; guidance in preparation of business cases/project definition plans/project proposal reports and budget proposals for asset and service investment. Preparation and update of PTA's Strategic Asset Plan.

Core duties and responsibilities

Asset Investment Program and Capital Works

- Facilitates the PTA's prioritisation of asset investment and budget proposals and preparation of business cases/project definition plans/project proposal reports and budget proposals for asset investment.
- Prepares and updates PTA's Strategic Asset Management Plan.
- Participates on portfolio and Commonwealth workgroups and committees relating to asset investment proposals.
- Liaises with relevant Commonwealth and State agencies regarding funding matters.
- Leads the development and communication of relevant Investment Planning framework and guidelines.

Other Duties

- Undertakes complex financial analysis and provides advice and support in relation to position responsibilities.
- Reviews, develops and maintains policies and procedures relevant to duties.
- Oversees the development of Cost Estimating and Investment Logic Mapping in the PTA
- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Comprehensive experience with preparation of business cases/project definition plans/project proposal reports and budget proposals for the asset investment.
- Sound financial governance and risk management knowledge.
- Good knowledge of Financial Management Act (FMA) and Treasurers Instructions.
- Relevant tertiary qualifications in business.

2. Leadership and Management

- Highly developed project management skills, including a proven ability to effectively lead and influence others to achieve team outcomes.

3. Communication and Interpersonal

- Well-developed interpersonal, verbal and written communication skills, including a demonstrated ability to work with colleagues and clients in a positive manner.

4. Conceptual, Analytical and Problem Solving

- Highly developed analytical skills, with a demonstrated ability to work with data to resolve issues.

5. Organisation

- Well-developed planning and organisation skills, including the ability to manage competing demands and meet deadlines.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date