



Job Description Form

Our Purpose

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

Position Title Contract Manager – Infrastructure and Services	Level 8	Position Number 33189 (Nominated)
Division/Directorate Transperth System, Regional Town & School Bus Services	Branch/Section Contracts and Infrastructure Services	
Effective Date June 2026	Health Task Risk Assessment Category 5	

Reporting relationships

Superordinate: Executive Director, Transperth System, Regional & School Bus Services, Class 2

Subordinates: Principal Project Manager, Level 7
Principal Infrastructure Manager, Level 7
Project Manager (x6), Level 6
Regional Town Bus Services Manager, Level 6
Senior Contracts Administration Officer, Level 5

Key role of this position

Provides leadership, strategic direction and advice in the development and management of Transperth and Regional Town Bus Service (RTBS) infrastructure and the management of infrastructure related and other service contracts. The role also contributes to the development, management and achievement of the Transperth System Regional & School Bus Services Division's tactical and long term business objectives.

Core duties and responsibilities

Contract Management

- Oversees the development, coordination and management of Transperth and RTBS bus and ferry infrastructure and related service delivery contracts to ensure that they meet the Public Transport Authority's (PTA) business objectives.
- Oversees the asset management of Transperth and RTBS bus and ferry infrastructure comprising busports, bus stations, bus depots, ferry facilities, including the management of commercial tenancies, and development and implementation of planned maintenance programs for the same.
- Oversees the management of key service contracts such as the Transperth bus security contract, Transperth ferry service contract and third party advertising contracts.
- Oversees and contributes to the development and implementation of innovative and cost-effective maintenance strategies and controls for whole of life asset management.
- Leads the acquisition and/ or development of bus depots and other infrastructure and ensures compliance with all building code and development approval requirements.
- Provides specialist contract management and procurement advice and support to the Division.
- Responsible for the preparation of budgets for the management of areas under direct control.

- Manages the procurement of goods and services in accordance with State Supply Commission and the Public Transport Authority policies and procedures.
- Manages the delivery of relevant projects for the Division within approved budgets, to an agreed timeframe and to agreed outcomes.
- As a member of the Transperth Regional & School Bus Services Management Team, contributes to the Division's strategic planning and direction.
- Develops strategies to ensure compliance with required regulations, standards, codes, corporate policies and procedures including safety and equal opportunity legislation and principles.

Section Management

- Provides leadership in the management of human, financial and physical resources of the Contracts, Infrastructure and Systems Section and works towards maximising operational effectiveness and efficiency.
- Develops strategic and operational plans for the Section and ensures business outcomes are met.

Other

- Oversees prompt, timely and accurate advice to the Minister and the Chief Executive Officer, PTA.
- Contributes to the strategic and corporate direction of the Authority.
- Undertakes other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- A tertiary qualification in Business or other related discipline.
- Substantial experience in the development and management of infrastructure delivery projects.
- Substantial experience in the development and management of infrastructure related and other service contracts that have a significant influence on the achievements of business objectives.
- Well developed financial management and financial modelling skills.
- Demonstrated knowledge and understanding of asset management principles.

2. Management and Leadership

- Highly developed leadership and management skills, including the ability to engage and motivate people towards achieving key outcomes.

3. Communication and Interpersonal

- Highly developed verbal and written communication skills.
- Highly developed negotiation and interpersonal skills.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical and problem solving skills.

5. Computer Literacy

- Demonstrated competency in the use of computer applications, including Microsoft Word and Excel spreadsheets.

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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the PTA may be required.

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.

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Signature

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Date