

JOB ROLE STATEMENT

DELIVERY MANAGER ELECTRICAL LEVEL 7

DIRECTORATE
BRANCH

METROPOLITAN AND SOUTHERN REGIONS
METROPOLITAN REGION

CATEGORY 1
POSITION NO P0063120 / P0070344

KEY RESPONSIBILITIES

Manage the development and implementation of the State Wide Electrical Delivery Plan including Public Tendered Works (PTW's), Electrical Maintenance Delivery and Electrical Capital Works (ECW's). Undertake the role of Superintendent's Representative for the State Wide Electrical Contract (SWEC) in respect to ECWs.

KEY DELIVERIES

Project Delivery

- Prepare, manage and report on the State Wide Electrical Delivery Plan (SWEDP), including project budgets, forecasting, resource requirements and timeframes to ensure delivery and meet corporate reporting requirements.
- Manage the review of Project Charters to ensure constructability and compliance with corporate electrical standards.
- Manage the allocation of projects for the design briefs, development, design, and delivery phases in the SWEDP.
- Provide expert advice for the on-going improvement of project management processes and systems.
- Review designs to ensure cost effective suitability design and compliance with Main Roads' standards.

Works Delivery

- Manage the preparation of contract documentation and the contract tendering process for PTW's and ECW's including independent cost verification.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Review and report on the performance of both contracts and contractors for all delivered works including maintenance.
- Manage payments, claims and variations for the delivery of electrical capital works.
- Monitor and review the performance of engineering and technical consultants, including achievement of contract objectives and conformance with standards.

Technical Support

- Manage the provision of technical services to project managers under the specialist Consultancy Contracts (e.g. Design and Survey).
- Monitor and review the performance of engineering and technical consultants, including achievement of contract objectives and conformance with standards.
- Review or arrange the review of design briefs, documents and designs.

Leadership and Management

- Contribute to the development and achievement of the Regional Business Plan objectives.
- Contribute to the development of the Electrical Asset Management Investment Plan (10 Year view).
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the design and delivery of projects and contracts.
- Collaborate with Network Operations (NO) Directorate and other regions to enable efficient delivery of electrical infrastructure.
- Provide expert advice to stakeholders and input to responses to ministerial enquiries, media contacts and community issues.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities 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 METROPOLITAN OPERATIONS
MANAGER ELECTRICAL ASSET MANAGEMENT

LEVEL 9
LEVEL 5
SPECIFIED CALLING

POSITION NO
P0060319
P0063202

DELIVERY MANAGER ELECTRICAL LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Electrical Maintenance Manager	LEVEL 6	Salaried, Wages	1
Various Project / Contract Managers	LEVEL 5 and 6		up to 4
TOTAL			Up to 5

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Comprehensive skill, knowledge and experience in:
 - construction and/or maintenance of electrical control systems and intelligent transport systems
 - project and contract management including time and cost related claims for major works
 - Western Australian Electrical Requirements (WAER) and AS/NZ 3000, 3017 and 3019
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
- Knowledge of:
 - General Conditions of Contract for major works in an electrical context
 - asset management processes and systems
 - 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.

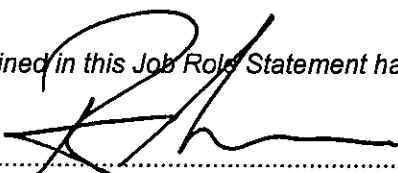
DESIRABLE:

- A Degree in Electrical Engineering.

CERTIFICATION

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

SIGNATURE

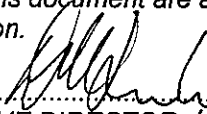

.....
BRANCH/SECTION HEAD

DATE

10/10/2019

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

SIGNATURE

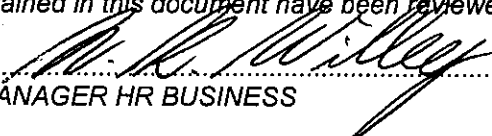

.....
EXECUTIVE DIRECTOR MOTOR & SOUTHERN REGIONS

DATE

10/10/19

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

SIGNATURE


.....
MANAGER HR BUSINESS

DATE

11/10/19