



## Job Description Form

### Our Purpose

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

**Position Title**

Project Manager – Transport Planning

**Level**

5

**Position Number**

35047

**Division/Directorate**

Infrastructure Planning & Land Services

**Branch/Section**

Rail Planning

**Effective Date**

October 2019

**Health Task Risk Assessment Category**

5

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### Reporting relationships

Superordinate: Senior Strategic Network Planner, Level 6

Subordinates: No Direct Reports

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### Key role of this position

Provides support, under direction for the continuing development of the Public Transport Authority's (PTA) Route Utilisation Strategy (RUS) for the Transperth passenger rail network. This involves producing and evaluating strategies and plans for public transport provision within the framework of planned demographic and land-use changes around the rail network, in consultation with key internal and external stakeholders.

The work includes the identification and examination of major transport initiatives, implications of proposed rail network expansions and operational changes to meet demand and continual revision and updating of the RUS to ensure it remains a robust strategy for the future.

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### Core duties and responsibilities

#### Project Management and Stakeholder Collaboration

- Project manages the development of early concept designs for railways and railway related infrastructure and rail planning studies. Includes drafting of project management plans, schedules, risk assessments and project progress reports.
- Manages contracts and consultants to ensure that projects are completed to approved scope, budget, time and quality.
- Build and maintain positive and effective working relationships with wide range of stakeholders, including external stakeholders and internal stakeholders across the Public Transport Authority (PTA).
- Prepares and presents reports, briefing papers, Ministerial correspondence, cabinet submissions and other written material relating to transport planning proposals.

## Transport Planning

- Assists in developing and examining proposals for initiatives on the suburban passenger rail network to ensure the provision of effective services which meet existing and future patronage demand and operational requirements.
- Contributes to the development and review of an ongoing strategic plan for the suburban railway network and development of policies and practices to enhance the effectiveness of rail public transport services in line with PTA future operating strategies.
- Maintains an awareness of local, national and international issues, trends and policies that may affect public transport service delivery in Western Australia.
- Provides advice and input towards the ongoing development and review of operational policies and practices to enhance the effectiveness of rail public transport services in line with the requirements of the RUS.

## Work Approach

- Contributes to the achievement of team and organisational goals through ownership of assigned deliverables and collaboration with key internal and external stakeholders.
- Manages and develops vacation students and graduate program participants, as required.
- Develops personal career management strategy to enhance capability within the team.
- Identifies and prioritises work tasks to achieve efficiency and meet project objectives.

## Other

- Other duties as directed.

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## SELECTION CRITERIA

### 1. Core Competencies

- Possession of a tertiary qualification in one or more of the following: project management, transport, engineering, urban planning or an approved equivalent experience.
- Substantial demonstrated project management experience relevant to a multi-disciplinary transport, urban planning or engineering environment, including delivery of outcomes within scope and on time/budget.
- Relevant experience in transport planning, preferably railway based, including an appreciation of the factors which influence travel choices and efficient network operations.

### 2. Communication and Interpersonal

- Well developed communication skills (written, verbal and interpersonal) including the ability to successfully interact, negotiate and gain support from team members, senior staff and other key internal and external stakeholders.
- Demonstrated ability to present information in a succinct and legible manner.
- Demonstrated ability in working effectively within a team environment.

### 3. Conceptual, Analytical and Problem Solving

- Well developed research, conceptual and analytical skills, particularly in a strategic transport infrastructure context.

### 4. Organisation

- Well developed organisational skills including the ability to achieve agreed targets and timelines through the use of effective self-management and teamwork.

### 5. 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.

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## 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**

.....  
**Date**