



Job Description Form

Our Purpose

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

Position Title

Project Schedule Lead

Level

6

Position Number

35424

Division/Directorate

Network and Infrastructure

Branch/Section

Program and Projects

Effective Date

October 2019

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Project Services Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Responsible for the management of the branch resource schedule for all projects and programs, producing resource plans and requirements information and reports to facilitate projects deliverable being achieved.

Core duties and responsibilities

- As a member of the Program and Projects Branch, contributes to both the Branch operational performance and the delivery of Programs and Projects leading to the effective delivery of services for the Public Transport Authority (PTA).
- Contributes to the Branch engagement and performance by providing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations, maintaining and developing competence whilst supporting the development of others.
- Contributes to developing a positive safety culture by contributing ideas and opinions for continuous improvement in workplace safety and ensuring works personally carried out comply with PTA requirements and other legislative requirements.
- Provides support and contributes to Branch delivery, such as financial management, risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.
- Provides specialist scheduling services, training, advice and guidance to the branch project managers and other stakeholders, developing and providing detailed project schedules that are continuously interrogated to ensure they are in line with the priorities of the project(s).
- Provides detailed analysis and management of critical paths, schedules, resource availability and commitments, ensuring any potential delays and/ or issues are raised and managed quickly so as to prevent delays in project delivery.
- Contributes to the development of policies, procedures, templates, models and other associated documentation.

- Develops and maintains effective relationships with internal and external stakeholders to optimise and facilitate successful project outcomes.

SELECTION CRITERIA

1. Core Competencies

- Substantial knowledge, understanding and experience in project scheduling in large organisations or on large numbers of projects.
- Demonstrated experience in scheduling resources on engineering or technology based projects.
- Demonstrated ability to utilise software solutions to prepare useful management information.
- Holds a qualification in a relevant field.

2. Management and Leadership

- Well developed management and leadership skills, including the ability to provide direction to others.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal communication skills, including the ability to work with and positively influence colleagues in a multi-disciplinary environment.
- Demonstrated ability in providing effective resource scheduling advice to senior management and to internal stakeholders.

4. Conceptual, Analytical and Problem Solving

- Well developed conceptual and analytical skills including the ability to provide innovative thinking in identifying solutions to complex business problems.
- Demonstrated ability to identify potential issues/ problems in a schedule and identify solutions for rectification.

5. Organisation

- Well developed time management, planning and organisation skills and ability to effectively deal with competing demands in order to meet deadlines.

6. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to personal development.

7. 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.
- Subject to satisfactory integrity checks.
- Ability to work some extended hours when 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

.....
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