



Job Description Form

Our Purpose

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

Position Title

Principal Project Manager (Development)

Level

7

Position Number

35426

Division/Directorate

Network & Infrastructure

Branch/Section

Programs and Projects – Engineering Management

Effective Date

March 2020

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Engineering and Development Manager (Projects), Level 8

Subordinates: No Direct Reports

Key role of this position

Manages highly complex, multi-disciplinary program and projects within the Programs and Projects Branch to implement the Public Transport Authority's (PTA) strategic asset investment plan, meeting cost, quality and schedule targets and conducts business in a manner compliant with PTA and regulatory requirements.

Core duties and responsibilities

Management and General Business

- As an extended leadership team member of the Programs and Projects Branch, contributes to both the Divisional and Branch operational performance and the delivery of Programs and Projects resulting in the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policies and procedures. Provides leadership across the program.
- Contributes to developing a positive safety culture within the program and projects that contributes ideas and opinions for continuous improvement in workplace safety, engineering design and project delivery ensuring works carried out comply with PTA requirements and all legislative requirements.
- Manages and leads on program and project delivery, including financial management, risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Operational Management

- Provides specialist project management advice and support to the Branch, project managers and other managers with regard to project management, planning and delivery, in addition to any other arrangements necessary to support the operation.

- Delivers highly complex multi-disciplinary programs and projects to support the approved Program, conducting activities such as project development, business case preparation, project and resource coordination, project management, financial management, procurement management, managing service provider performance; ensuring arrangements are in place to match the business objectives and that appropriate and frequent project management reviews are in place.
- Develops and maintains effective relationships with internal and external stakeholders to facilitate the delivery of program and projects.

Continuous Improvement

- Contributes to improvements in Divisional practices within scope of role.

Other Duties

- Other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- Relevant professional qualifications that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia **OR** Qualifications in project management or equivalent experience to meet the requirements of the Australian Institute of Project Management's Certified Practising Senior Project Manager.
- Proven experience in planning, design and construction of infrastructure or Information Technology Systems technology (as specified in the position advertisement).
- Highly developed project and contract management skills.

2. Management and Leadership

- Creates and nurtures an environment in which people want to do their best.
- Sets clear and challenging goals for self and others and holds them accountable for their actions and outcomes.
- Motivates and empowers direct reports to accomplish strategic goals.
- Promote co-operative and collaborative effort.
- Creates an environment that promotes and can sustain change

3. Communication and Interpersonal

- Communicates effectively and skilfully to gain the trust of others.
- Understands the formal and informal structures, key influencers and decision makers external and internal to the organisation.
- Ability to negotiate outcomes without damaging relationships
- Models behaviours that are consistent with the values and practices of the organisation.
- Recognises and understands individual differences and the value that diversity brings to the organisation.
- Well-developed interpersonal and communication (written and verbal) skills, with the ability to build and maintain positive working relationships with a wide range of stakeholders.
- Sound experience, in liaising, consulting, negotiating persuasively and influencing across all levels in an organisation.

4. Planning and Organisation

- Develops processes and structures to monitor, measure and continuously improve the division.
- Monitors progress of deliverables to ensure objectives are met.
- Identifies and removes blockages to performance delivery, managing the workforce and resources.
- Delivers on commitments and objectives, on time, within budget and achieves quality outcomes.
- Acts decisively to implement strategies and addresses issues.

5. Conceptual, Analytical and Problem Solving

- Gathers and investigates information from a variety of sources, and explores new ideas and different methods of working.
- Is responsive and acts decisively on issues on functional issues which threaten the achievement of outcomes.
- Engages in high level thinking to identify the links and connections between complex issues.



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SchoolBus Services

- Recognises potential destructive behaviour and takes steps to manage the situation before conflict arises.

6. Computer Literacy

- Demonstrated ability to competently use relevant computer software packages

7. Personal Attributes

- Demonstrates a high-level of self-awareness, analyses own performance, identifies strengths and weaknesses and development needs.
- Models behaviours that are consistent with the values and practices of the organisation.
- Actively seeks feedback on individual behaviour and performance from managers for self and direct reports and acts upon it.
- Maintains knowledge of the best practice in the industry and related fields through relevant professional institutions.
- Encourages development opportunities for self and others to extend skills and experience

8. 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 Authority may be required.
- Willingness to work unsociable hours when required.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time after appointment.
 - Individual Access (IA) Track Access Permit
 - Professional Membership of the Australian Institute of Project Management

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