

JOB ROLE STATEMENT**DELIVERY MANAGER
LEVEL 7**DIRECTORATE
BRANCHCENTRAL AND NORTHERN REGION
PILBARA REGIONCATEGORY 1
POSITION NO P0061966**KEY RESPONSIBILITIES**

Manage the Regional Delivery Plan including Public Tendered Works (PTW's), Direct Managed Works (DMW's), Minor Capital Works (MCW's) and Maintenance Works.

KEY DELIVERIES**Project Delivery**

- Prepare, manage and report on the Regional Delivery Plan, including project budgets, resource requirements and timeframes to ensure delivery and meet corporate reporting requirements.
- Manage the development, design, delivery, review and handover of projects allocated in the Regional Delivery Plan.
- Contribute to the on-going improvement of project management processes and systems.
- Maintain the interface and provide support to Infrastructure Delivery Directorate (IDD) for the delivery of Major Capital Projects.

Maintenance Delivery

- Contribute to the development and manage the delivery of the Annual Works Program.
- Undertake the role of the Superintendent or Superintendent's Representative for Regional Term Contracts.
- Ensure opportunities for the on-going development of skills and technologies including the Maintenance Management Information System (MMIS) are realised to support effective delivery of maintenance works.

Works Delivery

- Manage the preparation of contract documentation and the contract tendering process for PTW's, including independent cost verification of the MCW's, where relevant.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Manage the delivery of DMW's.
- Review and report on the performance of both contracts and contractors for all delivered works.
- Undertake the role of Superintendent or Superintendent's Representative on nominated works contracts.
- Contribute to the on-going improvement of Contract Management and DMW's processes and systems.
- Maintain the interface and provide expert level support to the Infrastructure Delivery Directorate (IDD) and the delivery of Major Capital Projects.

Leadership and Management

- Professionally collaborate and engage as a member of the Regional Management Team.
- Prepare, manage and report on the Regional Delivery Plan, including project budgets, resource requirements and timeframes to ensure delivery and meet corporate reporting requirements.
- Contribute to the development and achievement of the Region Business Plan and Ten Year Network Delivery Plan.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Manage the Regional Resourcing Plan to accommodate planned and approved construction and/or specific maintenance works.

Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of projects and contracts.
- Provide expert advice to stakeholders and input to responses to ministerial enquiries, media contacts and community issues.

Technical Support

- Co-ordinate the provision of services to project managers under the specialist Consultancy Contracts (e.g. Design and Survey), where relevant.
- 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.
- Manage the geotechnical and materials investigations and services.

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
REGIONAL MANAGER

LEVEL 8

POSITION NO
P0051093

DELIVERY MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL
Senior Project Managers
Project Development Manager
Project / Contract Manager
Contracted Project Management Staff

LEVEL 6
LEVEL 6
LEVEL 5

ALL POSITIONS UNDER CONTROL

State number of positions only

| POSITION No | CATEGORY | NUMBER |
|--------------|----------|-----------|
| | Salaried | 2 |
| | Salaried | 1 |
| | Salaried | 6 |
| | AMSS/PMO | 5 |
| TOTAL | | 14 |

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Comprehensive skill, knowledge and experience in:
 - delivery of road construction and maintenance
 - project and contract management
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
- Knowledge of:
 - road asset management processes and systems
 - bridge management, construction and maintenance
 - 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 Civil 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 13/5/2020

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE 13/5/2020

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

SIGNATURE

MANAGER HR BUSINESS

DATE 13/5/20