

JOB ROLE STATEMENT

PROJECT MANAGER (CONGESTION MANAGEMENT) LEVEL 6

DIRECTORATE NETWORK OPERATIONS
BRANCH CONGESTION PROGRAM MANAGEMENT

POSITION NO P0063187 / P0063188

KEY RESPONSIBILITIES

Provide high performance project management services in support of Main Roads' projects with a focus on congestion management, ITS, civil engineering and control room environments. Manage delivery teams across Main Roads' through the entire project life-cycle and ensure plans are in place and executed and stakeholders are engaged to enable successful delivery.

KEY DELIVERIES

Project Development

- Perform specialist research, investigation and analysis of traffic congestion issues.
- Develop project concepts, scoping documents and business cases for projects related to congestion relief and traffic flow improvements through technology and other innovations.
- Provide specialist advice for developing and reviewing strategies and methodologies to evaluate the viability and prioritisation of projects.
- Co-ordinate knowledge transfer arising from project outputs and identify opportunities for co-operation on projects.
- Facilitate cost benefits analysis and financial evaluation of congestion projects.
- Develop and review project and macro-economic evaluation and prioritisation tools and policy.
- Review the performance of project management processes and systems and recommend improvements as appropriate.

Project and Contract Management

- Develop Project Plans.
- Schedule and implement project tasks, activities and milestones, cost and funding budgets.
- Report on project progress, assess risks and forecast outcomes.
- Develop and implement Contract Management Plans and contract documentation.
- Review and report on the progress of works and ensure appropriate maintenance of records.
- Review and report on progress of work undertaken by third parties such as consultants and contractors.
- Develop and review contract close-out reports.
- Develop, co-ordinate and review project close-out activities including lessons learned and benefit realisation methodologies.

Leadership and Management

- Provide congestion management related recommendations, information and analysis to senior management on project issues.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Contribute to continuous improvement of project and contract management capabilities.

Stakeholders 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.
- Build and enhance collaborative and professional working relationships with industry and key internal and external stakeholders.
- Co-ordinate inter-agency interfaces, public consultations and presentations.

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
CONGESTION PROGRAM MANAGER

LEVEL 7

POSITION NO
P0062872

PROJECT MANAGER (CONGESTION MANAGEMENT) LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

SELECTION CRITERIA

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - research, analysis and problem solving
 - project management relating to contemporary congestion management
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - transport evaluation principles and practices
 - policies and practice 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 or a Diploma in Project Management or other related discipline.

CERTIFICATION

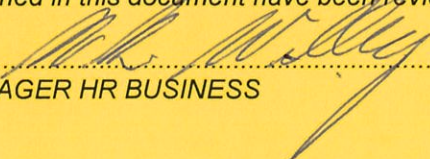
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 29.9.16.
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 29.9.16.
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 29/9/16.
MANAGER HR BUSINESS