



## Job Description Form

### Our Purpose

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

**Position Title**  
Project Manager

**Level**  
5

**Position Number**  
35778, 35779, 35780,  
35781, 35792

**Division/Directorate**  
Network & Infrastructure

**Branch/Section**  
P&P - Business Transformation & Technology

**Effective Date**  
May 2021

**Health Task Risk Assessment Category**  
5

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### Reporting relationships

Superordinate: Program Lead Business Systems, (Level 7) or Program Lead Technology Systems, Level 7  
Subordinates: No Direct Reports

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### Key role of this position

Manages low complexity projects associated with the, renewal, rectification of PTA assets or expansion of capabilities, meeting cost, quality and schedule targets; and conducts business in a manner compliant with PTA and regulatory requirements.

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### Core duties and responsibilities

#### Business Support

- Contributes to the Branch operational performance and the delivery of Programs and Projects resulting in the effective delivery of services for the PTA.
- Contributes to the branch engagement and performance by contributing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations; maintaining and developing competence and supporting the development of others.
- Contributes to developing a positive safety culture within the projects that contributes ideas and opinions for continuous improvement in workplace safety, and project delivery ensuring work carried out comply with PTA requirements and other legislative requirements.
- Provides support and contributes to project delivery, such as financial management, risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

#### Project Management

- Provides 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 low risk projects against the approved program conducting activities such as project development, business case preparation, project and resource coordination, project management, financial management, procurement activities, managing service provider performance; ensuring



arrangements are in place to match the business objectives and that appropriate project management reviews are in place.

- Contributes to the development of policies, procedures, tender specifications and other associated documentation, work instructions and good practice guides.
- Liaises with contractors, suppliers and stakeholders to facilitate the development and delivery of projects.

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## SELECTION CRITERIA

### Core Competencies

- Sound project and contract management skills and experience in leading and delivering low to medium complexity projects related to technology (ICT) and business transformation.
- Willingness to undertake professional development to obtain Eligibility for Professional Membership of the Australian Institute of Project Management.

### Management and Leadership

- Proven ability to lead and motivate others to achieve agreed outcomes.

### Communication and Interpersonal

- Sound interpersonal and communication (written and verbal) skills, with the ability to build and maintain positive working relationships with a wide range of stakeholders.
- Experience, in liaising, consulting, negotiating persuasively and influencing across all levels in an organisation.

### Planning and Organisation

- Sound organisational skills, including the ability to achieve agreed targets and timelines

### Conceptual, Analytical and Problem Solving

- Demonstrated conceptual and analytical skills, including the ability to develop innovative solutions to problems.

### Computer Literacy

- Demonstrated ability to competently use relevant computer software packages

### Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
  - Safety Leadership
  - Personal development.
  - Developing others.

### 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.
- 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 an agreed period of time after appointment.
  - Professional Membership of the Australian Institute of Project Management

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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.

.....  
**Signature**

.....  
**Date**

