



Job Description Form

Our Purpose

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

Position Title

Project Interface Manager – Third Parties

Level

7

Position Number

36209

Division/Directorate

Network & Infrastructure

Branch/Section

Civil

Effective Date

July 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Manager Third Party, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides an interface to third party major construction projects, safeguarding PTA assets, coordinates monitoring systems and resources for protection against third parties works on or near to PTA assets; and contributes to the overall performance, reliability and compliance of the PTA network.

Core duties and responsibilities

Interface Management

- Provides technical advice and recommendations to relevant steering groups and committees, Project Managers and Project Delivery Managers in the planning and implementation of the third party major projects on and around PTA assets.
- Ensures the third party projects deliver according to PTA standards; reporting back to discipline leads where there are concerns over practices.
- Proactively investigates and reports on issues and potential risks to asset condition.
- Oversees the work of third party contractors working on or around the PTA assets on behalf of the Division.
- Fosters positive team values and a cooperative team spirit within a multi-disciplinary environment.
- Consults extensively with third party Project Managers/Directors and fosters/maintains strategic relationships critical to the projects' success.
- Works closely with the Branch managers to ensure stakeholder communications are appropriate and considered.

- Proactively investigates and reports on issues and potential project risks in consultation with stakeholders as required.
- Oversees the risks of the third party project relating to project delivery and work the relevant Risk Manager(s) to ensure that the risk register remains current from a stakeholder perspective.
- Provides regular project updates to the Civil Engineering Manager as to the status of the project and protection of PTA asset according to the asset owners monitoring requirements.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of an Engineering Degree (preferably Civil Engineering) that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia.
- Willingness to work towards chartered status in the Institution of Engineers Australia.
- Substantial experience in providing engineering expertise and knowledge (preferably in Civil Engineering) in the planning, design, commissioning of construction works in a complex, transport related operational asset intensive environment similar to rail.

2. Management and Leadership

- Substantial experience in managing the performance of resources in the achievement of agreed outcomes.

3. Communication and Interpersonal

- Well developed verbal, written and interpersonal communication skill, including negotiation and facilitation skills.
- Demonstrated ability to write concise and well-structured project reports.
- Ability to develop rapport with internal and external stakeholders.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills with the ability to resolve complex technical and operational problems and issues.

5. Organisation

- Highly developed planning and organisational skills with the ability to achieve agreed targets and timelines with a high level of autonomy.

6. Personal Attributes

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

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.
- 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.
 - Individual Access (IA) Track Access Permit.

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