



Job Description Form

Our Purpose

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

Position Title
Engineering Manager

Level
8

Position Number
34921

Division/Directorate
Network and Infrastructure

Branch/Section
Business Support

Effective Date
September 2021

Health Task Risk Assessment Category
3

Reporting relationships

Superordinate: General Manager Network & Infrastructure, Class 2

Subordinates: Technical Writer, Level 6
Project Officer, Level 4

Key role of this position

Responsible for the development and implementation of engineering processes and procedures for projects and in-house design within the Public Transport Authority (PTA). It manages the strategic relationship with consultants engaged in work to support PTA engineering projects, and is responsible for the coordination of engineering resources to support capital projects in Network & Infrastructure (N&I), the interface with Infrastructure Planning and Land Services Division (IP&LS) and Major Projects Unit (MPU).

Core duties and responsibilities

Leadership

- Implementation and ongoing leadership of the Engineering Management for Projects consisting of competency, stakeholder and technical performance, and processes developments for the PTA's employees who adopt these key roles.
- Leads the competency assessment for engineering resources to support projects.
- Leads on the interfaces to enable more efficient system solutions through the integration of activities, applying a system wide approach to solutions and uses expertise and influencing skills to challenge requirements where appropriate.
- Provides strategic direction in procurement and engagement of Engineering consultants.
- Develops and implements an engagement strategy that optimises the value of the supply chain.
- Develops and implements processes and procedures for our in-house engineering design activities ensuring compliance with best international practice and leads the management of the integration across the engineering disciplines.

- Introduces improvements to safety through a safe by design work-stream that adopts and implements best practice not only within N&I but across the supply chain. Coordinates the resource planning for engineering resources required to support projects throughout their lifecycle.
- Develops and implements effective governance and change management frameworks for engineering and design to ensure technical risk is properly managed for the whole operation.
- Contributes to the development and implementation of the PTA's policies and strategies as they relate to program and project management.
- Identifies and implements opportunities to maximise efficient and effective program delivery

Liaison and Networking

- Manages engineering supplier relationships at the Divisional level and occasionally across the PTA.
- Develops and maintains close working relationships with other Divisions, transport agencies and government agencies.

SELECTION CRITERIA

1. Core Competencies

- Engineering degree in a rail engineering discipline that would satisfy the requirements of Chartered Engineer status or equivalent.
- Broad technical knowledge across rail operations, track infrastructure, power systems, signalling and communications.
- Knowledge of design assurance using requirements verification/validation methods.
- Proven track record in client management of major projects and working with sponsors, regulatory bodies and other major stakeholders.
- Detailed knowledge of relevant railway engineering standards.

2. Leadership and Management

- Proven experience in making strategic decisions with financial, safety and operational impact and results.

3. Communication and Interpersonal

- Highly developed communications skills (written, oral and interpersonal), including the ability to foster stakeholder relationships and negotiate sensitive and complex matters.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to develop innovative solutions to complex problems.

5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective teamwork, delegation and coordination.
- Ability to work across complex matrix organisational structures to achieve results.

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 the agreed period of time after appointment.
 - Individual Access (IA) Track Access Permit
 - Electrical Safety Awareness.

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