



Job Description Form

Our Purpose

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

Position Title

Project Officer

Level

4

Position Number

35132

Division/Directorate

Network and Infrastructure

Branch/Section

Operational Systems & Technology

Effective Date

September 2021

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Program Lead, Technology, Level 7

Subordinates: No Direct Reports

Key role of this position

Supports the management of projects within the Branch associated with the expansion, renewal or rectification of PTA assets related to technology (ICT) and business transformation; conducting business in a manner compliant to PTA and regulatory requirements.

Core duties and responsibilities

Project and Operational Support

- Contributes to both the Branch operational performance and the delivery of programs and projects leading to 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
- Contributes to developing a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety.
- 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 with PTA requirements.
- Supports the delivery of projects against the approved program assisting with activities such as project development, scheduling, business case preparation, resource allocation and coordination, project management, financial management and procurement activities.
- 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.

SELECTION CRITERIA

1. Core Competencies

- Demonstrated project management skills and experience.
- An understanding of project scheduling.
- An understanding of contract management principles.

2. Communication and Interpersonal

- Sound interpersonal and communication (written and verbal) skills, with the ability to build and maintain effective working relationships.
- Ability to negotiate with and influence across all levels in an organisation.

3. Conceptual, Analytical and Problem Solving

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

4. Organisation

- Well-developed organisational skills, with the ability to work with minimal supervision and manage competing demands with a project environment.

5. Computer Literacy

- Demonstrated ability to competently use MS Office and relevant Project Management computer software packages at an intermediate level

6. Personal Attributes

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

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.

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