



Job Description Form

Our Purpose

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

Position Title

Principal Engineering Assurance and Governance
Manager

Level

7

Position Number

35921

Division/Directorate

Network & Infrastructure

Branch/Section

Engineering Management

Effective Date

February 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Engineering Manager N&I, Level 8

Subordinates: Senior Project Engineering Manager, Level 6

Key role of this position

Responsible for managing the development of PTAs engineering assurance framework to support the delivery of projects within the Public Transport Authority (PTA), leading the consultation with key stakeholders and ongoing development of key engineering roles delivering projects across the PTA. Champion of system engineering and risk management.

Core duties and responsibilities

Management and Leadership

- Contributes both the Divisional and Branch operational performance and the delivery of Programs and Projects leading to the effective delivery of services for the PTA.
- Supports the Engineering Manager to develop and maintain a competent and engaged workforce aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policy and procedure.
- Develops a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety, engineering design, and project delivery, ensuring works carried out to comply with PTA requirements and other legislative requirements, mentoring other Coordinating Project Engineers in their development
- Manages aspects of and contributes to general business matters relating to the project delivery, such as financial management, risk management, performance reporting and continuous improvements to ensure the branch delivers according to PTA requirements.

Asset & Engineering Management

- Leads the design, development and continuous improvement of Engineering Management processes and procedures; Provides technical specialist advice, direction and support to the project teams to ensure



compliance with industry and PTA requirements.

- Applies multidiscipline technical knowledge to assist with appropriate integration of disciplines to maximise overall systems performance; Manages the development and implementation of systems to monitor outputs of Engineering Management team responsibilities
- Monitors and reports on engineering assurance activities and generate reporting documentation through project lifecycles; Supports projects and provides recommendations in the updates of technical standards ensuring PTA practices are compliant with standard requirements.
- Contributes to the continuous improvement and performance compliance across the Division providing ongoing planning, development and implementation of the Engineering Assurance development program.

SELECTION CRITERIA

1. Core Competencies

- Professional qualifications or eligibility that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia.
- Proven experience in applying technical multi-discipline knowledge on projects.
- Substantial experience in the application of engineering standards. Preferably on the railway.
- Knowledge of and experience in:
 - Applying engineering assurance through the lifecycle of complex projects
 - Applying systems engineering and systems safety management to projects.

2. Management and Leadership

- Highly developed leadership skills, including focusing on providing strategic direction and support to achieve successful outcomes.
- Highly developed management skills, including effectively managing resources, staff, consultants, and contractors to achieve operational outcomes.

3. Communication and Interpersonal

- Highly developed interpersonal and communication (written and verbal) skills, including the ability to:
 - Build and maintain positive working relationships with a wide range of stakeholders.
 - Liaise and consult effectively at senior levels in the private and public sectors.
 - Negotiate persuasively and influence a wide range of parties (including stakeholders and interest groups).

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical and problem-solving skills, including demonstrated ability to develop innovative solutions to complex and unique problems.

5. organisation

- Highly developed organisational skills to achieve agreed targets and timelines through effective teamwork and delegation.

6. Computer Literacy

- Demonstrated ability to use MS Office and relevant computer software packages competently to an intermediate level.
- Demonstrated ability to use data analytical tools competently.

7. Personal Attributes

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

8. 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 the agreed period after the appointment.
 - Individual Access (IA) Track Access Permit
 - Holds Chartered membership for Engineers Australia or equivalent.

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 accepted the responsibilities of the Job Description Form.

The position's duties are to be performed by the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date