



Job Description Form

Our Purpose

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

Position Title

Project Officer

Level

4

Position Number

35167, 35949, 36042,
36043, 36044, 36094,
36093, 36180, 36303

Division/Directorate

Office of Major Transport Infrastructure Delivery
(OMTID)

Branch/Section**Effective Date**

November 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Senior Project Manager OMTID, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides assistance with the coordination of the Public Transport Authority's (PTA) and OMTID Project infrastructure development from concept to delivery and commissioning. Provides project and contract administration support to assist the Project Director and Project Team in delivering the Project and manages low risk project activities associated with the Project.

Core duties and responsibilities

Project Management and Administration

- Assists in the coordination of the scoping, project development, design, delivery and review of the Project.
- Assists in the management of the work of consultants, ensuring compliance with cost, time, performance, criteria, technical, quality and safety requirements.
- Liaises with stakeholders on the development and delivery of the Project, including feedback to Project Team members, including with internal personnel at all levels and with external stakeholders, government agencies and private enterprise as required.
- Assists the Project Director with the development and production of project management documentation used in the definition and delivery of projects, including project plans, monthly reports, project variations and schedule information.
- Coordinates assigned project components on behalf of the Project Director to ensure that deadlines are met.

Contracts Management

- Assists in the administration and management of contracts for the Project Team.
- Prepares contract briefs and consultancy contracts.
- Assists in call and evaluation of tenders and award contracts consistent with PTA and OMTID policy requirements and government legislation.
- Reviews and reports on the performance of contracts and contractors.
- Manages contract payments, claims and variations as required by OMTID.

Technical

- Provides design, plans, quantities and cost estimates and financial justifications for designated project areas.
- Ensures the Project complies with Railway Safety Management and standards.
- Provides advice and support with design and design verification activities.
- Undertakes research and prepares project specific reports as required.

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

- Relevant technical expertise, including:
 - General understanding of project and contract management skills and experience.
 - The basic principles of project scheduling.
 - The basic principles of risk management.
 - The basic principles of scope and change management and key procurement activities.
 - Basic project reporting and coordination and collation skills
- Demonstrated experience in coordinating infrastructure development projects.

2. Communication and Interpersonal

- Well-developed communication and interpersonal skills including:
 - Working constructively in a team environment.
 - Build and maintain effective working relationships.
 - Negotiate required outcomes and/or resolve conflicts.

3. Conceptual, Analytical and Problem Solving

- Demonstrated conceptual and analytical skills.

4. Organisation

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

5. 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.
- Possession of a current Western Australian 'C' class driver's license or equivalent.
- Willingness to work unsociable hours when required.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director

.....
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