



Job Description Form

Our Purpose

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

Position Title

Senior Project Engineering Manager

Level

6

Position Number

33085
(Nominated)

Division/Directorate

Network & Infrastructure

Branch/Section

Engineering Management

Effective Date

February 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Project Engineering Manager, Level 7

Subordinate: No Direct Reports

Key role of this position

Provides engineering expertise, leadership and management through the lifecycle of low to medium complex projects associated with the improvement, expansion and maintenance of the Public Transport Authority's network in alignment with regulatory and PTA's engineering system requirements.

Core duties and responsibilities

Branch Support

- Contributes to 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 Principal Project 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 according to 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.
- Manages aspects of and contributes to project delivery, such as financial management, risk management, performance reporting and continuous improvements to ensure the branch delivers according to PTA requirements.

Technical

- Manages the technical delivery of project teams, including the identification and management of Project Engineers on simple/familiar projects, assessing risk, and accepting engineering deliverables on behalf of the PTA. Develops technical scope of work in consultation with stakeholders ensuring stakeholder interfacing and integration within the engineering;
- Ensure projects develop a strategy for Operational Readiness, Entry Into Service (EIS) and Final Asset Assessment (FAA) in accordance with PTA procedures, including preparing and accepting EIS and FAA certificate obtaining PTA approvals and acceptance as required by PTA procedures;
- Proactively investigates and manages issues and potential risks to project success; Identify and manage non-compliances as appropriate to project requirements; Undertake research and prepare project-specific reports providing detailed recommendations on amendments to technical standards ensuring compliance to Railway Safety Management and standards.
- Ensure verification evidence of compliance is delivered at all project review milestones; Implement, coordinate and manage the engineering change and deliverables review process within allocated projects, including identifying, requesting, agreeing and recording changes/deviations to PTA standards.

SELECTION CRITERIA

1. Core Competencies

- Relevant professional engineering qualifications that would satisfy the admission requirement for Professional membership of a relevant engineering institution
- Well-developed experience in applying
 - Technical multi-discipline knowledge and providing technical expertise through the delivery of complex projects
 - Engineering assurance through the lifecycle of complex projects
 - Engineering standards and system safety management to ensure successful project delivery
 - Knowledge of system engineering principles.

2. Management and Leadership

- Demonstrated experience in managing the performance of an operational team and financial/physical resources to achieve agreed outcomes and provide customer-focused service.

3. Communication and Interpersonal

- Well-developed interpersonal and communication (written and verbal) skills, including demonstrated ability to:
 - Build and maintain positive working relationships with a wide range of stakeholders.
 - Liaise and consult effectively across multiple stakeholders at senior levels and negotiate persuasively and influence a range of parties (including stakeholders and interest groups).
 - Write concise and well-structured technical reports in English

4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual, analytical and problem-solving skills, including demonstrated ability to develop and resolve complex technical problems.

5. Organisational

- Well-developed organisational skills with the ability to achieve agreed targets and timelines through effective teamwork and delegation.

6. Computer Literacy

- Demonstrated ability to use MS Office and relevant computer software to an intermediate level.

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.
- Applicants must meet the following special requirements 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 :
 - Supervised Worker (SW) 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 accepted 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