



Job Description Form

Our Purpose

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

Position Title
Delivery Manager

Level
8

Position Number
35602

Division/Directorate
Office Major Transport Infrastructure Delivery (OMTID)

Branch/Section

Effective Date
March 2022

Health Task Risk Assessment Category
3

Reporting relationships

Superordinate: Managing Director, Office Major Transport Infrastructure Delivery, Class 2

Subordinates: Project Finance Manager, Level 7
Administrative Assistant, Level 2

Key role of this position

Responsible for ensuring that high risk, complex and high value major infrastructure projects are delivered meeting Project objectives, organisational and stakeholder requirements. The position enhances project delivery through engineering design and the development of effective working relationships with stakeholders, industry, other public sector agencies and members of the community.

Core duties and responsibilities

Project Management and Contract Management

- Develops project plans and strategies and utilises strong project management skills and processes to direct critical project development activities, including:
 - Oversees all pre and post contract award activities, including chairing evaluation panels and recommending award of contract.
 - Oversees project budgeting, cashflow projections, progress monitoring and reporting activities for projects.
 - Manages the identification of risks and ensures issues are effectively managed and resolved.
 - Initiates and delivers opportunities for continuous improvement of project delivery activities including the integration of project management and contract management policy improvements.
 - Manages all facets of transport infrastructure delivery including but not limited to rail lines, stations, facilities, structures, signalling and communications systems, HV and overhead traction power, civil works, land rehabilitations, demolitions, and existing infrastructure upgrades.
 - Undertakes project review and reflection and identifies and captures lessons learnt.
 - Facilitates the continuous review and development of best practice project management and contract management policies and contributes to the formulation and integration of State-wide project and contract management policies.
 - Develops and promotes new, innovative and flexible contract management and relationship contracting arrangements.

Relationship and Stakeholder Management

- Undertakes customer/stakeholder contact to foster cooperation and extensive community involvement.
- Participates in and effectively fosters strategic and sustainable relationships and cooperation with external and internal stakeholders.
- Assists with the development of strong productive working relationships for project staff with other Directorates, in respect to project and contract delivery and resolves issues with key stakeholders as needed.
- Represents the PTA on external committees and working parties as required.

Strategic Management and Leadership

- Promotes the development of the Public Transport Authority's (PTA) vision with team members to ensure corporate objectives are achieved.
- Leads the project development, preparation and management of contracts for the efficient delivery of the project to agreed scope, time and budget.

Other duties as required

- 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 tertiary qualification or demonstrated extensive experience in the delivery of transport infrastructure, including:
 - Relevant project and/or contract management experience.
 - Substantial knowledge of and experience in stakeholder management for transport infrastructure and complex high value projects.

Or

- A thorough knowledge of the practice of project and contract management, including the capacity to understand financial, legal and probity issues.
- Contemporary knowledge of trends and developments in the management of major infrastructure projects.

2. Management and Leadership

- Highly developed leadership and management skills, including the ability to:
 - Engage people and motivate them towards achieving project outcomes.
 - Lead, mentor and coach others.
 - Effectively manage resources.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills including the ability to investigate matters and prepare responses to ministerial and parliamentary questions.
- Highly developed relationship management skills, including the ability to develop stakeholder partnerships and to establish and maintain reliable networks.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to analyse information and data and provide reports relating to the findings.

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' or 'C-A' Class Drivers Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the PTA may be required.
- Prepared to work outside normal office hours.
- Supervised Worker (SW) 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

.....
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