**Our Purpose**

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

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| **Position Title**  Senior Project Manager – Bellevue Railcar Depot | **Level**  7 | **Position Number**  36235 & 36236 |
| **Division/Directorate**  Transperth Train Operations | **Branch/Section**  METRONET Railcar Procurement Project | |
| **Effective Date**  August 2021 | **Health Task Risk Assessment Category**  3 | |

**Reporting relationships**

Superordinate: Delivery Manager – METRONET Railcar Procurement Project, Level 8

Subordinates: Project Officer, Level 4

**Key role of this position**

Manages the design and execution of public transport maintenance depots and associated infrastructure within capital projects associated with the improvement and expansion of the Public Transport Network. The role also leads and manages technical aspects associated with the development of the rollingstock maintenance facilities, and related engineering infrastructure interfaces as well as supports the Delivery Manager in achieving project quality, safety and budget goals.

**Core duties and responsibilities**

**Project Management**

* Manages medium to significant risk public transport network projects to facilitate delivery, including the preparation of project plans.
* Provides specialist advice on significant project and contract management issues.
* Develops and maintains effective relationships with internal and external stakeholders to facilitate the development and delivery of projects.
* Manages the work consultants, ensuring compliance with contractual obligations including cost, time, performance criteria, technical specifications, and quality and safety requirements associated with designated projects.
* Directs and manages project teams including the scheduling of activities, development of project plans and projections, and the identification of milestones.
* Develops and ensures a consistent approach to the application of the PTA Project Management Framework across all projects.
* Undertakes research and prepares project specific reports as required.

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**Leadership and Management**

* Responsible for the effective management and leadership of project teams which may include managing multiple work groups.
* Fosters positive team values and a cooperative team spirit.
* Develops, guides and mentors staff.
* Monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures, including Railway Safety Management and standards.
* Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.
* Represents the Delivery Manager on relevant committees, conferences, work parties and steering groups as necessary.

**Technical**

* Provides designs, feasibility plans, quantities and cost estimates and financial justifications for public transport network services.
* Ensures compliance with the Public Transport Authority’s Code of Practice and Rail Safety Management AS4292.
* Leads and provides guidance on technical and project management skills for maintenance works and multidisciplinary capital projects.
* Develops and maintains appropriate design standards and ensures advantage is taken of appropriate technology.
* Participates in the development and implementation of related policies and standards for the Division.

**Engineering**

* Maintains a detailed knowledge of current technical and industry specific methods relevant to the construction of track and associated civil assets.

**Contract Management**

* Develops medium to significant risk contracts, (including procurement planning, tender documentation and evaluation, contract formation) and contract management plans in consultation and negotiation with stakeholders.
* Prepares contract documents, calls and evaluates tenders and recommends acceptance for medium to significant risk contracts.
* Manages, administers and reports on medium to significant risk contracts, including certification of work and progress against performance targets and management of payments, claims and variations.
* Acts as Superintendent or Principal’s representative on designated projects.
* Leads dispute resolution processes to resolve problems/issues associated with medium to significant risk contractual disputes.

**Other**

* Carries out other tasks and functions that are within the limits of the employee’s skills, competence and training as required.

**SELECTION CRITERIA**

## Core Competencies

* Proven experience in planning, design and construction of rail maintenance depot infrastructure such that agreed outcomes are achieved.
* Highly developed project and contract management skills.
* Technical awareness directly relevant to program area.
* Eligibility for Professional Membership of relevant Technical Group OR equivalent professional project management experience.

1. **Leadership and Management**

* Ability to effectively manage and lead staff, consultants and contractors to achieve agreed outcomes.

1. **Communication and Interpersonal**

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

1. **Conceptual, Analytical and Problem Solving**

* Well-developed conceptual, analytical and problem-solving skills, including a demonstrated ability to analyse and resolve complex problems.

## Special Requirements

* Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
* Possession of a current Western Australian 'C' or 'C-A' Class Driver’s 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.
* Ability 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 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 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**