



## Job Description Form

### Our Purpose

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

**Position Title**

Project Engineering Officer

**Level**

4

**Position Number**

35650

**Division/Directorate**

Infrastructure Planning & Land Services

**Branch/Section**

Rail Engineering (METRONET)

**Effective Date**

May 2022

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Engineering Assurance Manager, Level 8

Subordinates: No Direct Reports

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### Key role of this position

Assists with the Project coordination of the Public Transport Authority's (PTA) infrastructure development from concept to delivery and commissioning. Provides project and contract administration support to assists Project Managers and Project Teams in the delivery of projects and manages low risk project activities associated with Metronet.

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### Core duties and responsibilities

#### Project Management and Administration

- Assists in the coordination of the scoping, project development, design, delivery and review of projects.
- 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 Manager 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 Manager 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 policy requirements and government legislation.
- Reviews and reports on the performance of contracts and contractors.
- Manages contract payments, claims and variations as required by IP&LS for the PTA.

#### 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.

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## SELECTION CRITERIA

### 1. Core Competencies

- Relevant technical expertise, including:
  - general understanding of project and contract management principles;
  - the basic principles of project scheduling;
  - the basic principles of risk management; and
  - the basic principles of scope and change management and key procurement activities.
- 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; and
  - 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.
- 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
  - 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**

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**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**

