

JOB ROLE STATEMENT

HEAVY VEHICLE PROJECTS MANAGER LEVEL 7

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH HEAVY VEHICLE SERVICES

POSITION NO P0063152

KEY RESPONSIBILITIES

Manage Heavy Vehicle Services (HVS) major projects, stakeholder engagement and National reforms initiatives. Manage financial and economic evaluation of complex and high-risk projects.

KEY DELIVERIES

National Heavy Vehicle Reforms and Projects

- Plan and manage the development, review, implementation and co-ordination of national transport reforms and projects.
- Manage the development of project scopes, plans and schedules, including the identification of key stakeholders and risk assessment.
- Manage the inputs and issues from a Western Australian perspective represented at national forums.
- Manage projects at a State level and advocate their acceptance by the transport industry and Governments.

Project and Policy Development

- Contribute to and influence discussion on national regulatory strategy, policy and systems.
- Provide strategic policy advice and analysis to senior management, including Director HVS.
- Manage the development and implementation of national regulatory policy within Main Roads' HVS.
- Manage the implementation and continuous improvement of strategy and policy relating to national regulatory reforms.
- Manage financial and economic evaluation of complex and high-risk projects.
- Develop Project Plans.
- Manage scheduling of project tasks, activities and milestones, cost and funding budget.
- Manage project progress, assessment of risks and forecast outcomes.
- Manage the development of Contract Management Plans and contract documentation.
- Manage claims and variation to ensure statutory compliance.
- Manage the progress of works and maintenance records.
- Manage project 'Lessons Learned' and the completion of contract close out reports.

Leadership and Management

- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Manage Western Australia's contribution to the National Heavy Vehicle Regulator and other National Heavy Vehicle Reforms.
- Represent Main Roads on relevant internal and external working groups to ensure due consideration is given to HVS business and strategic outcomes.
- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of projects and contracts.
- Consult and negotiate with contractors, consultants, the public and other agencies.
- Manage inter-agency interfaces, public consultations and presentations.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH) Management System - refer to "SH&W Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The occupant of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The occupant of the position may be required to perform any other role within their level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the occupant's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
DIRECTOR HEAVY VEHICLE SERVICES

CLASS 1

POSITION NO
P0060303

HEAVY VEHICLE PROJECTS MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Project Manager	LEVEL 6	Salaried	5
Project Manager	LEVEL 6		
Project Officer	LEVEL 5		
Industry Engagement Co-ordinator	LEVEL 5		
Ministerial & Industry Communications Officer	LEVEL 4		
TOTAL			5

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

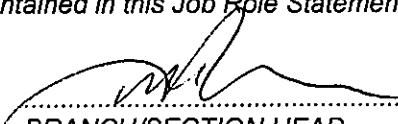
- Comprehensive skill, knowledge and experience in:
 - managing heavy vehicle regulatory programs, schemes and initiatives at State or Federal level
 - managing financial and economic evaluation of complex and high risk heavy vehicle projects
 - project development and management
 - policy formulation and implementation
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - legislative policies, standards and practices relevant to heavy vehicle transport operations
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

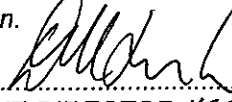
- A Degree Commerce (Management), or Project Management, or other relevant discipline.

CERTIFICATION


1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 22/12/2020
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 23/12/2020
EXECUTIVE DIRECTOR METRO & SOUTHERN REGIONS

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 30/12/2020
MANAGER HR BUSINESS