



Job Description Form

Our Purpose

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

Position Title

Commercial and Controls Manager

Level

8

Position Number

36230

Division/Directorate

Transperth Train Operations

Branch/Section

METRONET Railcar Procurement Project

Effective Date

October 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Project Director, Level 9

Subordinates: Project Schedule Lead, Level 6
Document Controller, Level 4

Key role of this position

Provides specialist advice and support to the Project Director, provides strategic advice with respect to contract risks, monitors contract progress from a commercial perspective and ensures that contract management and administration as well as project controls functions are performed consistently and effectively in accordance with the Public Transport Authority's (PTA) requirements.

Core duties and responsibilities

Commercial and Contractual

- Provides high level and specialist advice to the Project Director on all aspects of commercial activities related to the project.
- Provides strategic advice and leadership for commercial and business priorities.
- Establishes requirements for data collection relevant to site activities to assist in assessing contract claims.
- Leads and manages, as appropriate, the assessment and review of contract performance and provides detailed analysis and reports on key performance indicators to assist in making informed decisions on acceptance of recommendations and conditions.

Project Controls

- Undertakes the review of multiple contracts to determine contract progress measurement and validation and endorsement of contract payments.
- Oversees risk identification and mitigation and issues management processes across project activities.
- Establishes project cost controls, balance sheet and cash-flow forecasting and undertakes reviews of financial status.
- Manages change control with respect to PTA and Contractor requests within the project's delegated authority framework.
- Ensures that schedule management, internal and external reporting and document control are performed consistently and effectively across the project.

Stakeholder Liaison

- Liaison with relevant key stakeholders concerning the commercial and legal matters relating to the project.
- Develops, fosters, builds and sustains positive and collaborative relationships with relevant stakeholders to ensure that the commercial aspects of contracts are managed effectively.
- Represents the PTA on working groups, committees, and steering groups as required.

Resource Management

- Manages organisation and resource planning to ensure the project is staffed with appropriately skilled and experienced resources.
- Drives continuous improvement in the management of resources and the delivery of commercial outcomes in meeting project deliverables.
- Responsible for leading and coordinating the activities of PTA employees and contract staff which may include providing technical advice, strategic direction or managing more general project activities.

Other

- 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

- Possession of a relevant qualification and/or extensive knowledge and experience in the management of complex fleet acquisition projects including the management of delivery, integration and maintenance phases.
- Demonstrated experience in providing strategic advice and leadership for commercial and business priorities relevant the delivery of railway infrastructure and fleet management.
- A thorough knowledge of the practice of project and contract management, including the capacity to understand financial, legal and probity issues related to both Rollingstock and Infrastructure aspects of project delivery.

2. Management and Leadership

- Senior Management experience in a multifaceted business or other relevant Public Sector Organisation.
- Experience in planning and budgeting.
- Highly developed leadership and management skills with a focus on providing sound strategic direction and support to achieve outcomes.

3. Communication and Interpersonal

- Confidently presents messages in a clear, concise and articulate manner.
- Ensures effective communication processes are in place to enable strategic communication with the PTA and across its key stakeholders.
- Engages in open two-way communication with employees, other internal and external stakeholders.
- Approaches negotiations with a good knowledge base of the key issues and presents a balanced rationale

4. Conceptual, Analytical and Problem Solving

- Integrates professional expertise to improve overall performance and delivery of PTA project outcomes.
- Develops innovative solutions to complex problems using high level conceptual and analytical skills and maintains high level industry knowledge.

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 3 months of appointment to the position. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time.
 - 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

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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