



Job Description Form

Our Purpose

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

Position Title

Project Engineering Manager

Level

8

Position Number

35570
(Nominated)

Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

Branch/Section

Infrastructure Services

Effective Date

October 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Director Infrastructure Services, Level 9

Subordinates: No Direct Reports

Key role of this position

Manages and technically directs the planning, design, development and/or implementation and review of rail infrastructure within the development and construction of Major Transport Infrastructure Projects for the Public Transport Authority (PTA).

Core duties and responsibilities

Leadership / Project Management

- Proactively investigates and reports on issues and potential risks to projects' success.
- Fosters positive team values and a cooperative team spirit within a multi-disciplinary environment.
- Consults extensively with stakeholders and fosters/maintains strategic relationships critical to the projects' success.
- Manages and provides technical direction/advice with respect to the PTA's planning, design, development, implementation and review of rail infrastructure systems for Major Transport Infrastructure Projects.
- Consults with various discipline professionals and other stakeholders to ensure rail systems' appropriate integration with other infrastructure systems.
- Provides specialist technical advice to the Managing Director, other Project Directors, stakeholders and third parties in relation to rail infrastructure.
- Manages allocated Projects, contracts and consultancies for rail systems infrastructure and facilities.
- Considers contemporary trends with regard to rail infrastructure for modern rail and bus public transport infrastructure.
- The occupant of this role does not have any direct subordinate reports, however, may have responsibility for leading and coordinating the activities of PTA employees and contract staff on a periodic, or ad-hoc basis. This may include provision of technical advice, strategic direction or responsibility for managing more general project activities.

Strategic Management

- As a member of the Office of Major Transport Infrastructure Delivery management team, contributes to the Division's strategic planning and direction.
- Ensures compliance with required regulations, standards, codes, corporate policies and procedures.

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 tertiary qualification suitable for admission as a full member to the Institution of Engineers Australia and extensive experience in a rail infrastructure discipline.
- Extensive recent and relevant experience in the management of railway or similar infrastructure works and the PTA EM4P process.
- High level project management skills, including implementing rigorous processes and controls, and completion of a complex project on time and budget.
- Well developed project and contract management skills, including a proven ability to manage complex projects and contracts.

2. Leadership and Management

- Highly developed leadership skills, including a high level of initiative, the ability to manage the impact of change in the workplace, people management and team building skills.

3. Communication and Interpersonal

- Highly developed communication skills (written, oral and interpersonal) including the ability to build and maintain strategic relationships, and high level negotiation/persuasion skills.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical ability, including the ability to develop innovative solutions to complex technical problems.

5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective management and delegation.

6. 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 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 outside normal working hours, including after-hours call outs, and occasionally, at short notice, to work and stay away from home station.
- 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.
 - Individual Access (IA) 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