



## Job Description Form

### Our Purpose

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

**Position Title**

Principal Project Director

**Level**

Class 1

**Position Number**

34605

**Division/Directorate**

Office of Major Transport Infrastructure Delivery (OMTID)

**Branch/Section****Effective Date**

January 2023

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Chief Operating Officer, Class 4

Subordinates: Project Delivery Manager, Level 9  
Deliver Manager, Level 8  
Engineering Manager (Rail Systems Projects), Level 8  
Major Stakeholder Manager, Level 8  
Commissioning Project Manager Railway Systems, Level 7  
Project Finance Manager, Level 7  
Senior Project Manager, Level 7 (x3)  
Senior Project Manager – Stations & Buildings, Level 7 (x3)  
Senior Project Manager – Structures, Level 7  
Land Integration Manager, Level 6  
Project Manager, Level 6 (x4)  
Senior Structural Project Engineer, Level 6  
Contract Surveillance Officer – Civil & Structures, Level 5  
Project Manager, Level 5 (x2)  
Project Office Manager, Level 4  
Project Support Officer, Level 3

### Key role of this position

This position is principally responsible to provide strategic project leadership and management to ensure the on time, on budget delivery of all elements infrastructure and systems to provide functional operating facilities for the Public Transport Authority (PTA). The position is also responsible for developing and accessing procurement options as well as leading and managing the overall project with a focus on governance, stakeholder management, construction and delivery of the engineering elements of the project. The position also contributes to the overall OMTID strategic planning and direction in order to meet stakeholder requirements and achieve organisational objectives.

### Core duties and responsibilities

#### Strategic Management and Leadership

- Leads and directs project functions including planning, review and evaluation of Project Definition Plans to ensure deliverables can be achieved.
- Leads and directs the planning, design and preparation of budgets in relation to the construction and operation of the project to ensure deliverables can be achieved on time and within budget.
- Oversees and leads a team of specialists and experts to ensure project delivery.

## **Project Management**

- Leads the development of all project plans and strategies and provides guidance and direction to the team on critical project development activities.
- Develops and assesses procurement options (including private and public partnerships) and develops strategies to implement the Project Definition Plan.
- Directs and oversees project budgeting, cash flows, cost control, progress monitoring and reporting activities for the project.
- Undertakes high level negotiations and leads in the development of business cases to ensure due diligence with the approval processes.
- Directs and manages the identification of risks and develops strategies to address and mitigate potential risks.

## **Relationship and Stakeholder Management**

- Develops, fosters and builds productive relationships with key stakeholders including private and public sector partners and Project specialists and experts to ensure a joint and coordinated approach to the project development and delivery of the Project.
- Undertakes high level liaison, consultation and negotiation and provides expert advice on behalf of the PTA to wide range of internal and external stakeholders, including the Ministers office, industry and community groups, other Government agencies and consultants.
- Identifies, develops and implements comprehensive consultation strategies and plans and leads in the presentation of project deliverables and outcomes to stakeholders through representing the PTA at meetings and media opportunities.
- Reports formally to the Chief Operating Officer OMTID and the Project Steering Committee to provide advice, information, analysis and recommendations as may be required on issues relating but not limited to, time, cost and quality performance.
- As required, represents the PTA on various committees and working parties.

## **Other Responsibilities as Required**

- Manages all human, financial, technological and physical resources in relation to achieving the project objectives associated with the delivery of the project.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.
- As requested by the Chief Operating Officer undertakes other duties.

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## **SELECTION CRITERIA**

### **1. Specific Experience and Qualifications**

- Extensive knowledge and experience in the management of complex infrastructure projects and possession of a tertiary qualification in Project Management, Architecture, Engineering or other related discipline relevant to infrastructure delivery.

### **2. Shapes and Manages Strategy**

- Shapes and manages the development of agreed corporate priorities and clearly articulated strategic directions.
- Understands the PTA's role with respect to the project and considers multiple perspectives when addressing the ramifications of key issues on the PTA and the community.
- Understands and considers emerging trends, identifies long term opportunities and aligns organisational operations and strategic priorities.

### **3. Achieves Results**

- In the context of engineering based project management, successfully leads and manages strategic design, planning and delivery of the infrastructure project including planning, design, estimating, construction and operation.
- Integrates professional expertise in to the PTA to improve overall performance and delivery of project outcomes.
- Develops innovative solutions to complex and unique problems using high level conceptual and analytical skills and maintains high level industry knowledge.

**4. Builds Productive Relationships**

- Develops, fosters and builds relationships with key internal and external stakeholders.
- Utilises effective consultative processes and develops a climate of cooperation, respect and ownership of project objectives.
- Responds to the values, perceptions and needs of Government, stakeholders and the community and fosters the participation of others in decision making and problem solving.

**5. Exemplifies Personal Integrity and Self Awareness**

- Fosters creative and innovative thinking and solutions in a transparent and accountable environment.
- Promotes teamwork, empowers others and motivates and develops the talents of team members to ensure appropriate skills are gained and models PTA's values.
- Demonstrates a positive outlook in difficult situations to ensure the appropriate level of guidance and direction is provided.

**6. Communicates and Influences Effectively**

- Confidently presents messages in a clear, concise and articulate manner.
- Ensures effective communication processes are in place to enable strategic communication with the Department 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 the key issues and presents a balanced rationale.

**7. Special Requirements**

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Possession of a current National Police Clearance certificate, dated three 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.
- 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**

