



## Job Description Form

### Our Purpose

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

**Position Title**

Engineering Manager (Rail Systems Projects)

**Level**

8

**Position Number**

35871

**Division/Directorate**

Major Projects

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

June 2020

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Executive Director Major Projects, Class 2

Subordinates: No Direct Reports

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### Key role of this position

Provides expertise, leadership and management to ensure that Projects meet the Division's requirements and achieve organisational objectives in the delivery of Rail Systems infrastructure for the Public Transport Authority (PTA).

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### Core duties and responsibilities

#### Leadership / Project Management

- Provides management, leadership advice and recommendations to relevant steering groups and committees, Project Managers and Project Delivery Managers in the planning and implementation of the Forrestfield Airport Link, Automatic Train Control Replacement, the Metronet Project and any other future projects.
- Provides broad technical advice across multiple systems engineering disciplines.
- Develops and implements rigorous processes and procedures to facilitate effective maintenance and asset management.
- Proactively investigates and reports on issues and potential risks to projects' success.
- Selects and manages technical personnel including the allocation of responsibilities to persons assigned to projects.
- 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.
- Recognises and manages the impact of change in the workplace arising from projects reviewed.
- Performs the role of Senior Responsible Officer or Project Director on Projects as required.
- Provides technical expertise into the PTA's Major Projects ensuring the requirements of the Division are achieved.

- Works in close liaison with the Division's Program & Projects Branch to ensure capital programs/projects relating to rail systems deliver the required objectives.

### **Contract Management**

- Participates in tender evaluation processes including the preparation of recommendations.
- Manages and reports on all aspects of the contract (technical and commercial) including advice and progress against performance targets.
- Reviews and manages the interface for contract variations, and provides recommendations to relevant steering committees or groups.
- Negotiates and facilitates resolution of disputes.

### **Strategic Management**

- Contributes to the development and implementation of strategies for knowledge transfer and skill development of staff to facilitate succession planning strategies.
- Ensures compliance with required regulations, standards, codes, corporate policies and procedures.

### **Continuous Improvement**

- Monitors contemporary trends and technological advances at a national and international level, reporting on the impacts of trends and making recommendations on the introduction of new technology.
- Monitors and reviews work practices within the Division, promoting innovation, knowledge management and continuous improvement, and provides leadership and direction in introducing improvements.

### **Liaison**

- Consults with various discipline professionals and other stakeholders to ensure rail systems' appropriate integration with other infrastructure systems.

## **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 maintenance management of multi-disciplinary assets.
- Extensive recent and relevant experience in the maintenance management of railway or similar infrastructure facilities.
- High level project management skills, including implementing rigorous processes and controls, and completion of a complex project on time and budget.

### **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, verbal 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 conceptualise the replacement of dated technology with an integrated, expandable system.

### **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.
- 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.



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**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**

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**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.

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**Signature**

.....  
**Date**