



Job Description Form

Our Purpose

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

Position Title

Coordinating Projects Engineer

Level

7

Position Number

36330, 36331

Division/Directorate

Office of Major Transport Infrastructure Delivery

Branch/Section

BRE/LXR

Effective Date

March 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Engineering Assurance Manager (BRE/LXR), Level 8

Subordinates: No Direct Reports

Key role of this position

Provides engineering expertise, leadership and management for the Byford Rail Extension (BRE) Project and/or the Inner Armadale Level Crossing Removal (LXR) Project, ensuring that all new infrastructure that is introduced is designed and constructed in accordance with project assurance objectives.

Core duties and responsibilities

Engineering

- Performs the role of Coordinating Project Engineer and, where required, acts as Project Engineer to satisfy Engineering Assurance requirements.
- Provides multi-disciplinary technical expertise to ensure that all relevant disciplines are represented, certifies that design and specifications of these projects meets with Public Transport Authority (PTA) requirements and standards.
- Provides detailed recommendations on amendments to technical standards.
- Maintains a detailed knowledge of current technical and industry specific methods relevant to the construction of railway infrastructure.

Technical

- Manages the production of designs, feasibility plans, quantities and cost estimates and financial justifications for large infrastructure transport network projects.
- Ensures projects comply with Railway Safety Management requirements and standards.
- Provides specialist advice on significant project and contract management issues.
- Identifies, assess and promotes improvement opportunities to support project requirements. Leads the application of the (PTA) Engineering Management for Projects framework.

Project Management

- Effectively completes project execution tasks to support the delivery of the project on time, to the required quality and on budget.
- Manages medium to significant risk elements to facilitate delivery, including developing project plans.
- Develops and maintains effective relationships with internal and external stakeholders to facilitate the development and delivery of projects.
- Manages contracts and consultants to ensure that projects are completed to approved scope, budget, time and quality.
- Proactively investigates and reports on issues and potential risks to project success.
- Undertakes research and prepares project specific reports as required.

Contract Management

- Manages contracts ranging from small, medium and high risk as required as part of the development of planning proposals and initiatives.
- Develops the technical scope of work, estimated cost, evaluates risk and prepares management plans in consultation and negotiation with stakeholders.
- Supports required tender/contractual engagement processes, including input into the development of contract documentation, evaluation of tenders and recommended acceptance for a variety of contracts.
- Manages and reports on contracts, including certification of work and progress against performance targets and management of claims and variations.
- Acts as Superintendent or Principal's representative on designated projects.

Leadership and Management

- Provides leadership to project teams of in-house and private sector professionals in the planning and delivery of the BRE/LXR projects.
- Directs and manages project teams including the scheduling of activities, and the identification of milestones.
- Manages the work of consultants, ensuring compliance with contractual obligations including, cost, time, performance criteria, technical specifications, and quality and safety requirements associated with designated projects.

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 engineering qualification suitable for admission as a Corporate Member to the Institute of Engineers Australia.
- Proven experience in applying technical multi-discipline knowledge on projects.
- Proven experience in planning, design and construction of railway infrastructure such that agreed outcomes are achieved.
- Highly developed project and contract management experience.

2. Management and Leadership

- Ability to effectively manage and lead staff, consultants and contractors to achieve agreed outcomes.

3. Communication and Interpersonal

- Highly developed interpersonal and communication (written and verbal) skills including ability to;
 - Build and maintain positive working relationships with a wide range of stakeholders.
 - Liaise and consult effectively at senior levels in the private and public sectors.
 - Work constructively in a team environment.
 - Negotiate persuasively and influence a wide range of parties (including stakeholders, and interest groups).

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical and problem solving skills, including demonstrated ability to:
 - Focus strategically.
 - Develop innovative solutions to very complex and unique problems.

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 an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the 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

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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