



Job Description Form

Our Purpose

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

Position Title

Project Manager – Permanent Way (Track)

Level

6

Position Number

35514

Division/Directorate

Office of Major Transport Infrastructure Delivery

Branch/Section**Effective Date**

March 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Senior Project Manager Structures, Level 7

Subordinates: No Direct Reports

Key role of this position

The primary role of the position is to manage low to medium risk projects (including contract management). The position liaises with project teams in-house and private sector professionals to plan and deliver major projects for the Public Transport Authority (PTA). The position also manages moderately complex infrastructure development projects from concept to delivery and commissioning associated with the major infrastructure projects.

The role also ensures that the major infrastructure projects are planned and constructed as “fit for purpose” to enable effective train operations while conforming to Railway Safety Management Standards.

Core duties and responsibilities

Project Management

- Manages low to medium risk public transport network projects to facilitate delivery, including the preparation of project plans.
- Provides specialist advice on project and contract management issues.
- Provides designs, plans, quantities and cost estimates and financial justifications for low to medium risk public transport network projects.
- Liaises with contractors, suppliers and 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.
- Ensures a consistent approach to the application of PTA Project Management Framework across all projects.
- Undertakes research and prepares project specific reports as required.

Leadership and Management

- Responsible for the effective management and leadership of project teams which may include managing multiple work groups.
- Fosters positive team values and a cooperative team spirit.
- Develops, guides and mentors staff.
- Monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures, including Railway Safety management and standards.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.

Engineering

- Provides technical and project management input into multidisciplinary capital projects, certifies that design and specifications of projects meets with the PTA's operational requirements, standards and Engineering Assurance.
- Maintains a detailed knowledge of current technical and industry specific methods relevant to the construction of track and associated civil assets.

Contract Management

- Develops low to medium risk contracts, (including procurement planning, tender documentation and evaluation, contract formation) and contract management plans in consultation and negotiation with stakeholders.
- Prepares contract documents, calls and evaluates tenders and recommends acceptance for low to medium risk contracts.
- Manages, administers and reports on low to medium risk contracts, including certification of work and progress against performance targets and management of payments, claims and variations.
- Acts as Superintendent or Principal's Representative on designated projects.
- Leads dispute resolution processes to resolve problems/issues associated with low to medium to risk contractual disputes.
- Provides designs, feasibility plans, quantities and cost estimates and financial justifications for public transport network services.
- Provides specialist advice on significant project and contract management issues.
- Participates in the development and implementation of related policies and standards for the Division.

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

- Relevant technical expertise, including:
 - Demonstrated understanding of the operating railway environment particularly in a 25kV electrified railway.
 - Considerable skills and experience in contract / project management / superintendence of railway works, with particular emphasis on management of perway construction and maintenance activities.
 - Considerable knowledge of Railway Safeworking.
 - Considerable knowledge of relevant perway construction and maintenance standards, methodologies and techniques.
- Eligibility for Professional Membership of the Australian Institute of Project Management or equivalent professional project / contract management / superintendence experience.

2. Leadership and Management

- Leadership and management ability, including the capacity to:
 - Lead, mentor and coach others.
 - Negotiate required outcomes and/or resolve conflicts.

3. Communication and Interpersonal

- Well developed interpersonal and communication (written and verbal) skills, including a demonstrated ability to:
 - Work effectively in a team environment.
 - Build and maintain effective working relationships.
 - Negotiate required outcomes and/or resolve conflicts.

4. Conceptual, Analytical and Problem Solving

- Well developed conceptual, analytical and problem solving skills, including a demonstrated ability to analyse and resolve complex 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.
- 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.
- Prepared to work outside normal office hours.
- 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.
 - Supervised Worker (SW) Track Access Permit
 - Electrical Safety Awareness

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

