



## Job Description Form

### Our Purpose

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

### Position Title

Project Manager

### Level

5

### Position Number

35505, 35560, 35562, 35740,  
35741, 35742, 36090, 36091,  
36092, 36174, 36175, 36261  
36279, 36302

### Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

### Branch/Section

### Effective Date

April 2022

### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Principal Project Director, OMTID

Subordinates: No Direct Reports

### Key role of this position

Manages low risk projects (including contract management) for stations and buildings, and/or rail systems and structures associated with major infrastructure projects under the direction and control of the OMTID. The position also liaises with project teams in-house and private sector professionals to plan and deliver major projects for the Public Transport Authority (PTA), as well as manages moderately complex infrastructure development projects from concept to delivery and commissioning associated with the major infrastructure projects.

### Core duties and responsibilities

#### Project Management

- Manages low 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 risk public transport network projects.
- Liaises with contractors, suppliers and stakeholders to facilitate the development and delivery of projects.
- Manages contracts and contractors 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 the PTA Project Management Framework across all projects.
- Undertakes research and prepares project specific reports as required.

## **Contract Management**

- Develops low 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 risk contracts.
- Manages, administers and reports on low 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 risk contractual disputes.

## **Other**

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Relevant technical expertise, including:
  - Good understanding of project and contract management requirements.
  - Relevant project and/or contract management experience.

### **2. 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.

### **3. Conceptual, Analytical and Problem Solving**

- Sound conceptual, analytical and problem solving skills, including a demonstrated ability to negotiate required outcomes and/or resolve conflicts.

### **4. 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

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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**

.....  
**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**