



## Job Description Form

### Our Purpose

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

**Position Title**

Project Manager

**Level**

6

**Position Number**

34484, 34942, 35513, 35565

**Division/Directorate**

Office of Major Transport Infrastructure Delivery

**Branch/Section**

OMTID

**Effective Date**

November 2020

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Principal Project Director, Class 1

Subordinates: No Direct Reports

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### Key role of this position

Manages low to medium risk projects (including contract management) associated with major infrastructure projects undertaken by the Office of Major Transport Infrastructure Delivery. The role also leads project teams of in-house and private sector professionals to plan and deliver major infrastructure projects for the Public Transport Authority (PTA).

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### 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 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.

### **Leadership and Management**

- Ability to supervise a team of project staff, as required.
- 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.

### **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 as Principal's representative on designated projects.
- Leads dispute resolution processes to resolve problems/issues associated with low to medium 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:
  - Proven project and contract management skills and experience.
  - Relevant project and/or contract management experience.
  - Eligibility for Professional Membership of the Australian Institute of Project Managementor
  - Equivalent professional project management experience.

### **2. Management and Leadership**

- Leadership and management experience, including the capacity to lead, mentor and coach others, as well as the ability to effectively manage resources.

### **3. Communication and Interpersonal**

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

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

- Demonstrated conceptual analytical skills and problem solving skills, including the ability to analyse and resolve complex problems, as well as develop innovative solutions to 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 Drivers 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 an 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**

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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.

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**Signature**

.....  
**Date**

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