



## Job Description Form

### Our Purpose

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

#### Position Title

Senior Project Engineer – Stations & Buildings

#### Level

7

#### Position Number

34608

#### 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

Provides technical expertise in the design and execution of public transport stations and buildings within capital projects associated with the improvement, and expansion of the Public Transport Network. The role also ensures compliance with the Public Transport Authority's (PTA) Code of Practice and Rail Safety National Law.

### Core duties and responsibilities

#### Engineering

- Provides technical and project management skills for multidisciplinary capital projects, certifies that design and specifications of capital projects meets with the PTA's / OMTID's operational requirements and standards.
- Maintains a detailed knowledge of current technical and industry specific methods relevant to the construction of public transport stations and buildings.

#### Technical

- Provides designs, feasibility plans, quantities and cost estimates and financial justifications for public transport network services.
- Ensures projects comply with Rail Safety Management and standards.
- Provides specialist advice on significant project and contract management issues.
- Develops and maintains appropriate design standards and ensures advantage is taken of appropriate technology.
- Participates in the development and implementation of related policies and standards for the Division.

## Project Management

- Manages medium to significant risk public transport network projects for OMTID to facilitate delivery, including the preparation of project plans.
- Provides specialist technical advice on significant project and contract management issues.
- Develops and maintains effective relationships with internal and external stakeholders to facilitate the development and delivery of projects.
- Manages the work consultants, ensuring compliance with contractual obligations including cost, time, performance criteria, technical specifications, and quality and safety requirements associated with designated projects.
- Direct and manages project teams including the scheduling of activities, development of project plans and projections, and the identification of milestones.
- Develops and ensures a consistent approach to the application of the PTA / OMTID 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 Rail Safety Management and standards.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.

## 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

- Proven experience in planning, design and construction of public transport stations and buildings such that agreed outcomes are achieved.
- Highly developed project and contract management skills.
- Technical awareness directly relevant to Stations and Buildings.
- Eligibility for Professional Membership of relevant Technical Group.

### 2. Leadership and Management

- 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 the ability to:
  - Build and maintain positive working relationships with 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

- 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.
- Willingness to work unsociable hours when required.
- 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**