



Job Description Form

Our Purpose

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

Position Title

Senior Project Manager Control and Communications

Level

7

Position Number

35511

Division/Directorate

PTA Project Delivery

Branch/Section

Effective Date

August 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Executive Director PTA Project Delivery, Class 2

Subordinates: No Direct Reports

Key role of this position

Manages the planning, design development and implementation of control and communication systems works of medium to high risk large infrastructure projects for the Public Transport Authority (PTA) associated with the improvement and expansion of the Network. The position also ensures compliance with the Public Transport Authority's Code of Practice and Rail Safety National Law.

Core duties and responsibilities

Project Management

- Manages the delivery of medium to significant risk public transport network communications projects.
- Provides specialist communications design requirements for inclusion within technical sections of contract documentation.
- Provides specialist 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.
- Directs 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's 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 Standards.
- Contributes to the development of strategies and standards as they relate to project management and contracting.

Contract Management

- Develops medium to significant 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 medium to significant risk contracts.
- Manages, administers and reports on medium to significant 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 medium to significant 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.

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 communications field.

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 an appropriate Engineering Degree (Electronic/Communications) qualification that would satisfy the admission requirement for corporate membership to the Institution of Engineers Australia.
- Proven experience in planning, design and construction of infrastructure such that agreed outcomes are achieved.
- Highly developed project and contract management skills.
- Technical awareness directly relevant to program area.
- Eligibility for Professional Membership of relevant Technical Group or equivalent professional project management experience.

2. Management and Leadership

- **Well developed leadership and management skills, including the ability to:**
 - Engage people and motivate them towards achieving project outcomes.
 - Lead, mentor and coach others.
 - Effectively manage resources.

3. Communication and Interpersonal

- Ability to effectively manage and lead staff, consultants and contractors to achieve agreed outcomes.
- Highly developed verbal, written and interpersonal communication skills, including a demonstrated 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

- Well developed conceptual, analytical and problem solving skills, including a demonstrated ability to develop innovative solutions to 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.
- Ability to work outside of normal hours, including after-hours callouts; and flexibility to work across the metropolitan area as determined by project priorities and resourcing demand.
- 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.

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