



Job Description Form

Our Purpose

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

Position Title

Senior Project Manager

Level

7

Position Number

35712, 35864

Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

Branch/Section

Morley-Ellenbrook Link Project

Effective Date

March 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Major Stakeholder Manager, Level 8

Subordinates: No Direct Reports

Key role of this position

Leads the management of medium to high risk large infrastructure projects for the Public Transport Authority (PTA/OMTID) associated with the improvement, and expansion of the Network. Ensures compliance with the Public Transport Authority's Code of Practice and Rail Safety National Law.

Core duties and responsibilities

Project Management

- Manages medium to significant risk public transport network projects to facilitate delivery, including the preparation of project plans.
- 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.
- Manages the work of consultants, ensuring compliance with contractual obligations including, cost, time, performance criteria, technical specifications, and quality and safety requirements associated with designated 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/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.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.
- Liaises with key internal and external stakeholders including local and State government departments, contractors and the public on the development and delivery of projects.

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 specialist advice on significant project and contract management issues.
- Participates in the development and implementation of related policies and standards for the Division

Technical

- Provides designs, feasibility studies, quantities and cost estimates and financial justifications for public transport network projects.
- Ensures projects comply with Railway Safety Management and standards.
- Develops and maintains appropriate design standards and ensures advantage is taken of appropriate technology.

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

- Proven experience in the 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 including working experience of industry standard scheduling and cost management software.
- Eligibility for Professional Membership of relevant Technical Group or equivalent professional project management experience.

2. Management and Leadership

- Ability to effectively manage and lead staff, consultants and contracts to achieve agreed outcomes.

3. Communication and Interpersonal

- Highly developed communication (written and verbal) and interpersonal skills, including a demonstrated ability to:
 - Work effectively in a team environment depending on specific needs.
 - Build and maintain positive working relationships with wide range of stakeholders.
 - Liaise and consult effectively at senior levels in the private and public sectors.
 - 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.
- Prepared to work outside normal office hours.
- Applicants must meet the special requirement shown below within an agreed period of time after appointment to the position. (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.

.....
Signature

.....
Date