



Job Description Form

Our Purpose

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

Position Title

Integration Manager

Level

6

Position Number

35730

Division/Directorate

Office Major Transport Infrastructure Delivery

Branch/Section

Effective Date

January 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Project Director, Class 1

Subordinates: No Direct Reports

Key role of this position

Provides support with the management of low to medium risk projects (including contract management) associated with major infrastructure projects undertaken by OMTID, as well as leads project teams of in-house and private sector professionals to plan and deliver major infrastructure projects for the Public Transport Authority (PTA).

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's 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.

Interface Management

- Prepares rail staging plans for OMTID.
- Reviews Contractor's rail staging and safety management plans to ensure that project works are undertaken with minimum impacts on existing rail operations.
- Reviews, advises and ensures interface with Transperth Train Operations (TTO) on proposals for line closures.
- Develops and maintains effective relationships with internal and external stakeholders to facilitate the development and delivery of projects.
- Ensures safeworking is planned and delivered for minimal disruption to train operations and the travelling public.

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

- 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 Management or equivalent professional project management experience.
 - Extensive experience in planning and managing railway works and managing complex interfaces.
 - Substantial experience in rail safety and auditing safeworking policies and procedures.
 - Substantial experience in safety investigation and reporting incidents including experience in conducting risk assessments and implementing risk management strategies.

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 the ability to:
 - Work effectively in a team environment
 - Build and maintain effective working relationships
 - Negotiate required outcomes and/or resolve conflicts.

4. Conceptual, Analytical and Problem Solving

- Demonstrated conceptual and analytical skills, including the ability to 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
 - OHS Training.

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