



Job Description Form

Our Purpose

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

Position Title

Stakeholder Interface Manager

Level

7

Position Number

36248, 36249

Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

Branch/Section

Effective Date

March 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Project Director, Level 8

Subordinates: No Direct Reports

Key role of this position

Provides the key interface with Internal and External Stakeholders on behalf of the Principal Project Director to define and specify the Public Transport Authority's (PTA) requirements in relation to the PTA's / OMTID's infrastructure projects and operations. Undertakes Stakeholder management to ensure the PTA's requirements are delivered in accordance with our service obligations and requirements and to meet specific project objectives.

Core duties and responsibilities

Leadership and Management

- Assists Project Managers within OMTID to understand Stakeholder needs, develop plans and assist with Stakeholder liaison.
- Through Leadership promotes the development of business and operations culture with respect to delivery of projects to the highest standards, to budget and within approved timeframes.
- Contributes to projects strategic direction and planning.
- Builds and maintains motivated and productive team memberships.
- Contributes to the development of project strategies and standards as they relate to project management.

Project Management

- Assists in the development of project performance objectives and measures of reporting of project performance.
- Assists project and contract managers and consultants to ensure that projects are completed to approved scope, budget, time and quality.

Relationship and Stakeholder Management

- Leads and establishes close and effective relationships and cooperation with internal and external stakeholders, including consultants, contractors, special interest groups, industry groups and other state and local Government agencies.
- Liaises with and advises other agencies including private sector on best practice measurement techniques to ensure that the PTA & OMTID is properly placed to deliver projects to the highest standards.
- Be the conduit between PTA/OMTID internal stakeholders and project managers.
- Ensures that each external or internal Stakeholder is clearly identified and included within the stakeholder management plan and that each stakeholder is properly acquainted with all aspects of the Alliance project including scope, time, cost, quality etc.
- Ensures each stakeholder provides a commitment to work cooperatively with the PTA/OMTID in expressing its needs and clearly commits where necessary to undertake investigations, services or works to meet the needs of the project and its objectives.
- Provides information to the public communications officer.

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 relevant qualification or demonstrated extensive experience in the planning and delivery of transport infrastructure and services.
- Substantial knowledge of and experience in stakeholder management for complex high value projects.

2. Leadership and Management

- Highly developed leadership and management skills, including the ability to engage people and motivate them towards achieving project outcomes.
- A proven ability to lead, mentor and coach others.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills including the ability to investigate matters and prepare responses to ministerial and parliamentary questions.
- Highly developed relationship management skills, including the ability to develop stakeholder partnerships and to establish and maintain reliable networks.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to analyse information and data and provide reports relating to the findings.

5. Organisational

- Highly developed planning and organisational skills, including the ability to provide teams and individuals with clear direction and feedback.

6. Computer Literacy

- Well developed computer literacy, including the demonstrated knowledge of and application of appropriate business systems required to achieve project outcomes for high value complex projects.

7. 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.
- 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 recruitments within an agreed period of time after appointment.
 - Supervised Worker (SW) Track Access Permit

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