



## Job Description Form

### Our Purpose

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

**Position Title**

Senior Project Engineer

**Level**

6

**Position Number**

33352

**Division/Directorate**

Infrastructure Planning & Land Services

**Branch/Section**

Rail Engineering Branch

**Effective Date**

March 2023

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Rail Engineering Manager, Level 8

Subordinates: No Direct Reports

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### Key role of this position

As a senior member of the Rail Engineering branch of the Infrastructure Planning & Land Services Division, plays a leading role in project and systems engineering, development of concepts designs and evaluations of options for major improvements, primarily for the suburban rail system in Perth.

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### Core duties and responsibilities

#### Project and Contract Management

- Plans, leads and effectively manages low to medium risk public transport network projects.
- Assists in the coordination of scoping, development and review of projects.
- Provides designs, plans, quantities and cost estimates and financial justifications for low to medium risk public transport network projects.
- Liaises with stakeholders on the development and delivery of Projects, including feedback to Project Team members, internal PTA personnel at all levels, external stakeholders, government agencies and private enterprise as required.
- Prepares contract documents, calls and evaluates tenders and recommends acceptance for low to medium risk contracts.
- Proactively investigates and reports on issues and potential risks to project success.
- Leads dispute resolution processes to resolve problems/issues associated with medium to significant risk contractual disputes.
- Undertakes research and prepares project specific reports as required.

### **Systems Engineering and Engineering Assurance**

- Assists with the development and production of system engineering documentation used in the definition and delivery of projects.
- Maintain requirements management plans and tools.
- Develops and ensures a consistent approach to the application of the PTA Project Management Framework, Engineering Management and Assurance across all projects.
- Acts as Principal's representative on designated projects.

### **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 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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## **Essential Work Related Requirements**

### **1. Job Specific**

- A degree in civil engineering that is acceptable for membership of Engineers Australia.
- Relevant technical expertise, including relevant project management, contract management, systems engineering and engineering assurance experience.

### **2. Leadership and Management**

- Leadership and management ability, including the capacity to lead, mentor and coach others as well as manage resources effectively.

### **3. Communication and Interpersonal**

- Well developed communication skills (written ,verbal and interpersonal) including a demonstrated ability to:
  - Build and maintain positive working relationships with wide range of stakeholders
  - Work constructively in a team environment
  - Negotiate required outcomes and resolve conflicts.

### **4. Conceptual, Analytical and Problem Solving**

- Demonstrated conceptual, analytical and problem solving skills, including a demonstrated ability to analyse and resolve complex problems.

### **Special Appointment 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 License or equivalent

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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**

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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**