



## Job Description Form

### Our Purpose

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

**Position Title**

Engineering Assurance Manager

**Level**

8

**Position Number**

35495

(Nominated)

**Division/Directorate**

Infrastructure Planning and Land Services

**Branch/Section**

Rail Engineering

**Effective Date**

May 2023

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Rail Engineering Manager, Level 8

Subordinates: Systems Engineering Officer, Level 4

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### Key role of this position

This role is the Public Transport Authority's (PTA) technical lead and is responsible for management and oversight of the assurance processes for all aspects of project works, including Systems Engineering, during the planning and project development stages. This includes but is not limited to reliability, configuration management, requirements management and technical interface management; the role is critical in ensuring the planning, and design of PTA infrastructure is compliant in meeting construction, operations and maintenance requirements.

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### Core duties and responsibilities

#### Technical Leadership

- Manages the PTA and Contractor Systems Engineering activities ensuring compliance with the PTA's safety standards, operational procedures, corporate policies and certification processes.
- Monitors and reports on Engineering activities, project assurances and generates reporting documentation throughout the processes.
- Manage and approve CPE for planning projects of IP&LS.
- Provide guidance on the level of engineering assurance required for planning projects on various phases of design development.
- Liaise with Engineering Management and provide input into PTA standard documents related to the role performed by the IP&LS division.
- Assesses and monitors the quality and compliance of the design deliverables and identifies opportunities for improvement.
- Leads and establishes close and effective relationships and cooperation with internal and external stakeholders including project managers, consultants, contractors, special interest groups, related industry groups and other Government agencies.
- Contributes to the strategic planning for implementation of Systems Engineering processes within the PTA.
- Applies cross-discipline technical knowledge to ensure appropriate integration of individual disciplines to maximise overall systems' performance.

- Ensures that all Systems Engineering work is reviewed, checked and managed in accordance with PTA Engineering Management for projects, applicable standards and compliance requirements, and to agreed outcomes.
- Provides technical specialist advice, direction and support to the projects team to ensure compliance with PTA requirements, including input to the development of maintenance plans/strategies and asset management plans/strategies.
- Confirms requirements management systems, operational, maintenance and safety assurance requirements for all systems and sub-systems and ensures compliance throughout design development.

#### **Relationship and Stakeholder Management**

- Liaises, consults and negotiates with functional and operational areas within the PTA; and external stakeholders including industry groups, consultants and other Government agencies to achieve project objectives.
- Ensures the development of strong productive working relationships for project staff with other Directorates, in respect to project and contract delivery and resolves issues with key stakeholders as needed.
- Represents the PTA on external committees and working parties as required.

#### **Development and Improvement**

- Assesses technical skill capabilities of professional/technical staff, identifying skill gaps and develops appropriate training and development programs to ensure staff and contractors are competent to carry out the assigned activities.
- Monitors and reviews work practices within the Division, promoting innovation and continuous improvement, and provides leadership in introducing improvements.

#### **Other duties**

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.
- Manages human, financial, technological and physical resources to achieve Branch objectives in line with Government policy and the Public Transport Authority Strategic Plan and objectives.

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### **SELECTION CRITERIA**

#### **1. Core Competencies**

- Possession of an appropriate Engineering Degree qualification that would satisfy admission to the Institution of Engineers Australia.
- Substantial experience in Engineering Management, Systems Engineering and use of requirement management systems on multi-disciplinary projects.
- Considerable ability and experience in project and contract management.
- Knowledge of, and preferably experience of using requirement management system.
- Substantial experience in design, construction, operation and maintenance in a railway environment.

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

- Demonstrated leadership skills and strategic perspective in relation to rail infrastructure systems.
- Demonstrated management skills including resource, people and project management, converting strategies into operational plans, and achieving operational outcomes.

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

- Highly developed verbal, written and interpersonal communication skills, including the ability to foster strategic relationships and negotiate sensitive and complex matters.

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

- Highly developed conceptual and analytical skills, including the ability to develop innovative solutions to complex technical problems and issues.

## 5. Special Requirements

- Strong commitment to personal development and development of others in the organisation.
- 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.

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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.

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**Signature**

.....  
**Date**