



Job Description Form

Our Purpose

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

Position Title

Projects Requirements Manager

Level

7

Position Number

36589

Division/Directorate

Office Major Transport Infrastructure Delivery

Branch/Section**Effective Date**

May 2023

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Director Technical Services, Level 9

Subordinates: No Direct Reports

Key role of this position

Ensures the technical interface and requirements management is implemented and managed by projects within the Public Transport Authority (PTA), as defined by ONRSR guidelines for major projects.

Core duties and responsibilities

Leadership and Management

- Provides guidance and technical expertise to PTA project teams, consultants, and internal and external stakeholders on requirements management, schema usage and the application of an Engineering Lifecycle Management (ELM) solution.
- Develops and maintains effective relationships with PTA project teams, consultants and internal and external stakeholders to facilitate the development and delivery of projects.
- Develops, guides and mentors staff and fosters positive team values and a cooperative team spirit.

Technical and Supervision

- Provides technical specialist advice and assistance to PTA project team's in relation to Scope of Works and Technical Criteria requirement specifications in the application of the ELM and the requirements management tool (DOORS Next), including ensuring clear requirements statements are unambiguous.
- Provides technical specialist advice, direction and support to the projects team's Project Engineers and authors to ensure compliance with ONRSR and PTA requirements.
- Develops the PTA Scope of Works and Technical Criteria requirement specifications from the requirements management tool using the Engineering Lifecycle Optimisation-Publishing system, during the Alliance and Development phase and Final Contract.
- Responsible for the configuration and maintenance of the requirements management tool for PTA projects, including the management of the Schema changes across the projects.
- Liaises with the PTA DOORS Next Steering Group on Schema changes as required
- Manages the development and implementation of new DOORS Next project areas and dashboards, including the import of the DOORS Next Schema, and maintains the requirements management throughout the different project lifecycle phases.

- Facilitates the import and export of requirements data to and from project areas, including project's Requirements Analysis Allocation and Traceability Matrix (RATM) into the relevant projects, generating the required project reports.
- Responsible for and manages the user licencing requirements in accordance with the contractual agreements including monitoring licencing usage trends.
- Manages and maintains the DOORS Next Schema data and the PTA's Requirements Management documentation.

Training and Development

- Conducts and delivers appropriate user requirements management training to ensure users are competent during the requirements specification development.

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 an appropriate tertiary qualification in a relevant discipline.
- Substantial experience in the use and administration of an engineering lifecycle management solution and / or requirements management tool.
- Extensive technical writing skills and comprehension ability in a requirements management and development lifecycle tool environment.
- Substantial experience in writing and editing high level technical documentation in a requirements management and development lifecycle tool environment.
- Experience in interpreting operational design specifications and technical documentation to convert into requirements using an engineering lifecycle management solution and/ or requirements management tool.

2. Management and Leadership

- Demonstrated experience in managing the performance of teams and resources in the achievement of agreed outcomes and providing a customer focused service.

3. Communication and Interpersonal

- Highly-developed interpersonal communication skills, including the ability to develop rapport and work collaboratively with key stakeholders.
- Highly developed written and verbal communication skills including advance skills in editing and writing technical content for non-specialists; with demonstrated experience in communicating effectively and presenting ideas and concepts to a diverse range of users and stakeholders.

4. Conceptual, Analytical and Problem Solving

- Highly developed analytical and conceptual skills including the proven ability to resolve complex technical and operational problems and issues, and with a good understanding of publications development principles.

5. Organisation

- Well-developed organisational skills, including the ability to plan and manage workload priorities to achieve agreed targets, work under pressure to tight deadlines and deliver quality outputs.

6. 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.

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