



Job Description Form

Our Purpose

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

Position Title

Project Commissioning Manager

Level

8

Position Number

34393

Division/Directorate

Office of Major Transport Infrastructure Delivery Division (OMTID)

Branch/Section

Effective Date

July 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Director Project Integrations Level 9

Subordinates: Project Infrastructure Access Coordinator, Level 6

Key role of this position

Provides specialised commissioning expertise to projects as assigned. Leads and manages major public transport system infrastructure construction, commissioning and integration activities under the control of the OMTID for the Public Transport Authority (PTA).

Core duties and responsibilities

Leadership / Project Management

- Provides specialist advice to the project team on engineering assurance processes, construction, integration, rail access requirements, commissioning, handover and acceptance of core systems related to rail communications signalling and overhead line equipment systems, HV systems, tunnel systems and station systems for Major Transport Infrastructure Projects.
- Manages and coordinates project commissioning, handover and acceptance activities to ensure that delivered assets meet PTA's commissioning, handover and acceptance requirements.
- Provides detailed input and leads the development of project management plans, procedures and checklists that enhance infrastructure integration, commissioning, handover and entry into service of newly built PTA assets.
- Identifies key multi-disciplinary interfaces and assists with coordination of design, integration and commission outputs to reduce omissions and duplication.
- Proactively investigates and reports on issues and potential risks to projects' success.
- Fosters positive team values and a cooperative team spirit within a multi-disciplinary environment.
- Consults extensively with stakeholders and fosters/maintains strategic relationships critical to the projects' success.
- Consults with various discipline professionals and other stakeholders to ensure system integration, commissioning, handover and acceptance activities are coordinated and effective.
- This role does have the responsibility for leading and coordinating the activities of PTA employees and contract staff on a periodic basis. This may include provision of technical advice, strategic direction or responsibility for managing more general project activities.

Project Management

- Manages medium to significant risk public transport network projects to facilitate delivery, including the preparation of project plans.
- Provides specialist advice on significant project management issues.

Contracts

- Develops and manages medium to significant risk contracts including procurement planning, tender documentation and evaluation, contract formation, contract management plans in consultation and negotiation with stakeholders.

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

- Highly experienced in the commissioning of major public transport system infrastructure in an operational electrified rail environment.
- Substantial experience in coordinating project commissioning, handover and acceptance activities to ensure that delivered assets meet PTA's commissioning, handover and acceptance requirements.
- Experienced in managing the commissioning, handover and acceptance of rail systems, HV systems, tunnel systems and station systems.
- High level project management skills, including implementing rigorous processes and controls, and completion of a complex project on time and budget.
- Considerable understanding of engineering assurance, quality and rail safety systems.

2. Management and Leadership

- Highly developed experience leading teams and managing resources.
- Highly developed leadership skills, including a high level of initiative, the ability to manage the impact of change in the workplace, people management and team building skills.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills, including the ability to deal with high level consultation and negotiation.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical and problem solving skills, including a demonstrated ability to develop innovative solutions to complex problems.

5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation.

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.
- Applicants must meet the special requirements shown below within an agreed period of time. 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

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