



Job Description Form

Our Purpose

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

Position Title
Project Officer

Level
4

Position Number
35651
(Nominated)

Division/Directorate
Infrastructure Planning & Land Services

Branch/Section
Rail Engineering

Effective Date
July 2023

Health Task Risk Assessment Category
5

Reporting relationships

Superordinate: Senior Project Engineer, Level 6

Subordinates: No Direct Reports

Key role of this position

Provides engineering support to assist the Rail Engineering Team in the delivery of projects and manages low risk project activities. Produces and develops design drawings using Computer Aided Design software packages such as AutoCAD and 12d with respect to rail infrastructure projects, primarily through the planning and design stages.

Core duties and responsibilities

Project Management and Administration

- Assists in the coordination of scoping, development and review of projects.
- Assists in managing the work of consultants, ensuring compliance with cost, time, performance, criteria, technical, quality and safety requirements.
- 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.
- Assists with the development and production of system engineering documentation used in the definition and delivery of projects.
- Coordinates assigned project components to ensure that deadlines are met.
- Maintain required management plans and registers.
- Familiar with engineering management and assurance processes.
- Familiar with the maintenance a project requirements database using appropriate software.

Design Coordination

- Provides technical support and design solutions in electronic formats for the planning and design of railway infrastructure.
- Undertakes the design of railway infrastructure in accordance with relevant standards and codes of practice, in an electronic format.
- Maintains drawing and design data bases in accordance with relevant PTA standards.

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

- Relevant technical expertise, including:
 - General understanding of system engineering skills;
 - The basic principles of risk management; and
 - The basic principles of scope and change management
- Demonstrated experience in coordinating infrastructure development projects.
- Experience in the drafting and design of civil works, with preference for transport related projects.

2. Communication and Interpersonal

- Well developed communication and interpersonal skills including:
 - Working constructively in a team environment;
 - Build and maintain effective working relationships; and
 - Negotiate required outcomes and/or resolve conflicts.

3. Conceptual, Analytical and Problem Solving

- Well-developed analytical and problem-solving skills and ability to present information.

4. Organisation

- Well-developed organisational skills, with the ability to work with minimal supervision and manage competing demands within a project environment.

5. Computer Literacy

- Proficiency in the use of AutoCAD software.
- General Understanding in the use of any requirement management software such as JIRA.
- Sound general computer skills and the ability to use relevant applications, including Microsoft Excel and Microsoft Word.

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. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - 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

.....
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