



## Job Description Form

### Our Purpose

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

**Position Title**

Project Coordination Manager

**Level**

7

**Position Number**

36852

**Division/Directorate**

Network & Infrastructure (N&I)

**Branch/Section****Effective Date**

July 2023

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Manager Safety And Rail Access, Level 8

Subordinates: No Direct Reports

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### Key role of this position

Provides the key interface with Internal and External Stakeholders to define and specify the Public Transport Authority's (PTA) requirements in relation to the PTA's infrastructure projects and operations. Undertakes Stakeholder management to ensure the PTA's requirements are delivered in accordance with our service obligations and requirements and to meet specific project objectives.

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### Core duties and responsibilities

#### Leadership and Management

- Liaises with key stakeholders across OMTID, PPD and N&I to develop and implement a control authority and associated requirements to support the PTA's infrastructure projects and operations.
- Represents the division as required at key stakeholder meetings and workshops to enhance operational solutions and maintain strategic relationships.
- Provides specialist support, advice and leadership with regards to the planning and delivery phases of key projects, in addition to any other arrangements and activities necessary to support the development and operations of the Armadale Line Control Authority.
- Undertakes research and investigations on matters that potentially impact the effective operations of the Control Authority.
- Assists Project Managers within N&I to understand Stakeholder needs, develop plans and assist with Stakeholder liaison.
- Through Leadership promotes the development of business and operations culture with respect to delivery of projects to the highest standards, to budget and within approved timeframes.
- Contributes to the Armadale Line Closure projects strategic direction and planning.
- Contributes to the development of project strategies and standards as they relate to Armadale Line Closure Control Authority.

### **Project Management**

- Provides high level support to the Manager Safety & Rail Access in the planning, coordination and oversight of the Control Authority and associated interfaces of project works with the relevant division, branch or agency undertaking the works for the Armadale Line Closure.
- Assists in the development of project performance objectives and measures of reporting of project performance.
- Assists project and contract managers and consultants to ensure that projects are completed to approved scope, budget, time and quality.

### **Relationship and Stakeholder Management**

- Leads and establishes close and effective relationships and cooperation with internal and external stakeholders, including consultants, contractors, special interest groups, industry groups and other state and local Government agencies.
- Coordinates and attends meetings and workshops, develops agendas and monitors progress of actions required by stakeholder groups to ensure timeframes and targets are met.
- Ensures each stakeholder group provides a commitment to work cooperatively in expressing its needs and clearly commits where necessary to undertake services or works to meet the needs of the project and its objectives.
- Be the conduit between PTA internal stakeholders and project managers.
- Ensures that each external or internal Stakeholder is clearly identified and included within the stakeholder management plan and that each stakeholder is properly acquainted with all aspects of the Armadale Line Closure project including scope, time, cost, quality etc.
- Provides information to the public communications officer.

### **Interface Management**

- Reviews Contractor's rail staging and safety management plans to ensure that project integration works are undertaken with minimum impacts on existing rail operations.

### **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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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Possession of relevant qualification or demonstrated extensive experience in the planning and delivery of transport infrastructure and services.
- Substantial knowledge of and experience in stakeholder management for complex high value projects.
- Proven experience in applying technical multi-discipline knowledge on projects.
- Highly developed project and contract management experience.

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

- Highly developed leadership and management skills, including the ability to engage people and motivate them towards achieving project outcomes.
- Ability to lead, mentor and coach others.

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

- Highly developed written, verbal and interpersonal skills including the ability to investigate matters and prepare responses.
- Highly developed relationship management skills, including the ability to develop stakeholder partnerships and to establish and maintain reliable networks.

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

- Highly developed conceptual and analytical skills, including the ability to analyse information and data and provide reports relating to the findings.

### **5. Organisation**

- Highly developed planning and organisational skills, including the ability to provide teams and individuals with clear direction and feedback.

#### **6. Computer Literacy**

- Well developed computer literacy, including the demonstrated knowledge of and application of appropriate business systems required to achieve project outcomes for high value complex projects.

#### **7. 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 Drivers License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the license on request by the PTA may be required.
- Willingness to work unsociable hours when required.
- 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 recruitments within an agreed period of time after appointment.
  - Supervised Worker (SW) Track Access Permit

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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**

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**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**

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**Date**