



Job Description Form

Our Purpose

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

Position Title

Project Director – METRONET Rollingstock

Level

9

Position Number

35550

Division/Directorate

Transperth Train Operations

Branch/Section

METRONET Rollingstock Project

Effective Date

August 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: General Manager Transperth Train Operations, Class 2

Subordinates: Project Commercial and Controls Manager – METRONET, Level 8

Delivery Manager – METRONET, Level 8

Project Engineer Rollingstock – METRONET, Level 7

Project Administration Assistant – METRONET, Level 2

Key role of this position

Responsible for ensuring that high risk, complex and high value major infrastructure projects are delivered meeting State objectives, organisational and stakeholder requirements. In particular the occupant of the role provides leadership, strategic direction and expert technical advice in relation to the acquisition, design and maintenance of PTA's Rollingstock. The position exploits opportunities and initiatives to enhance project delivery through engineering design and the development of effective working relationships with stakeholders, industry, other public sector agencies and members of the community.

Core duties and responsibilities

Strategic Management and Leadership

- Leads and directs Rollingstock project activities including strategic project planning, project evaluation, rail and infrastructure design including the development of project policy and strategic business planning to achieve project objectives.
- Promotes the development of the Public Transport Authority's (PTA) vision with team members to ensure corporate objectives are achieved.
- Leads project development, preparation and management of contracts for the efficient delivery of the major rail projects to agreed scope, time and budget.

Project Management and Contract Management

- Develops project plans and strategies and utilises strong project management skills and processes to direct critical project development activities, including:
 - Leads and negotiates business cases including controlling and directing the due diligence process and preparation of environmental and heritage approval activities.
 - Directs and oversees all pre and post contract award activities, including chairing evaluation panels and recommending award of contract.
 - Directs and oversees project budgeting, cashflow projections, progress monitoring and reporting activities for projects.
 - Directs and manages the identification of risks and ensures issues are effectively managed and resolved.
 - Initiates and delivers opportunities for continuous improvement of project delivery activities including the integration of project management and contract management policy improvements.
 - Manages all facets of transport infrastructure delivery including but not limited to rail lines, stations, facilities, structures, signalling and communications systems, HV and overhead traction power, civil works, land rehabilitations, demolitions, and existing infrastructure upgrades.
 - Undertakes project review and reflection and identifies and captures lessons learnt.
 - Facilitates the continuous review and development of best practice project management and contract management policies and contributes to the formulation and integration of State-wide project and contract management policies.
 - Develops and promotes new, innovative and flexible contract management and relationship contracting arrangements.

Relationship and Stakeholder Management

- Undertakes customer/stakeholder contact to foster cooperation and extensive community involvement.
- Implements relationship and networking building strategies such as awareness programs, meetings, forums.
- Leads and effectively fosters strategic and sustainable relationships and cooperation with external and internal stakeholders.
- Consults, advises and negotiates with 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.

Other duties as required

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

SELECTION CRITERIA

1. Individual Characteristics and Knowledge

- Exhibit a personal commitment to high quality customer service, teamwork, equity, integrity and personal learning. Demonstrate an understanding of ethical principles and values and their application in the workplace.
- Extensive knowledge of engineering or technical principles relevant to high value Rollingstock Projects.
- Extensive knowledge and experience of the practice of project and contract management, including the capacity to understand the complex financial, legal and probity issues.
- Contemporary knowledge of trends and developments in the management of complex transport infrastructure projects.

2. Leadership and Management

- Senior Management experience in a multi-disciplinary business or other relevant Organisation.
- Demonstrate an ability to lead people and manage resources towards commercially focussed outcomes within the framework of the PTA's vision, mission and values. Provide critical thinking and a clearly articulated strategic direction. Demonstrated ability to establish networks and to communicate and work effectively with a diverse range of people is critical to this criterion.
- Promote a work environment that empowers, motivates and develops the diverse talents of all employees and ensures an optimum level of appropriately skilled employees. Facilitate workforce effectiveness through empowering, motivating and developing people. Lead in the workplace, providing clear direction and an effective work environment.

3. Management of Physical and Financial Resources

- Extensive experience in planning, budgeting and financial control of major infrastructure projects.
- In an environment of constraint, ensure that PTA resources including financial, physical, technological and information requirements are available to maintain high quality service delivery. Demonstrated ability to manage all resources in accordance with the principles and requirements of legislation/policy governing the Public Sector. Resource the work environment and ensure that resources are effectively and efficiently deployed.

4. Policy and Strategic Development

- Recognise opportunities to enhance service delivery and capitalise on these through the development and implementation of effective change strategies. This includes initiating policy development and review within a public policy environment. Promote effective public policy by contributing to the development of direction, policies and strategies for project management and contract management. The ability to demonstrate conceptual and analytical skills is fundamental to this criterion.

5. Achievement of Outcomes

- Deliver services consistent with customer needs and defined quality expectation (including timelines). Good understanding of contemporary marketing strategies and ability to drive Customer Service in a mass transit or other medium to large service provision organisation. Build and maintain relationships with all stakeholders to facilitate the development of collaborative arrangements with the transport industry and other agencies. Deliver outstanding customer service by ensuring project and contract management practices are consistent with customer needs and quality expectations.

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.
- Supervised Worker (SW) Track Access Permit

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