



Job Description Form

Our Purpose

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

Position Title

Senior Project Manager

Level

6

Position Number

35647

Division/Directorate

Infrastructure Planning & Land Services

Branch/Section

Rail Planning

Effective Date

November 2021

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Principal Project Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

As a senior member of the Rail Planning Branch, plays a leading role in the development of concepts and proposals to produce detailed definitions, costings and evaluations of options for major improvements, primarily for the suburban rail system in Perth.

Core duties and responsibilities

Project Management

- Plans, leads and effectively manages low to medium risk public transport network projects.
- Provides specialist advice on project and contract management issues.
- Coordinates and leads the development of designs, plans, quantities and cost estimates and financial justifications for low to medium risk public transport network projects and supports the development of these for higher risk projects.
- Develops and maintains effective relationships with internal and external stakeholders to facilitate the development and delivery of projects.
- Manages contracts and consultants to ensure that projects are completed to approved scope, budget, time and quality.
- Proactively investigates and reports on issues and potential risks to project success.
- Develops and ensures a consistent approach to the application of the Public Transport Authority's (PTA) Project Management Framework across all projects.
- Undertakes research and prepares project specific reports as required.

Contracts

- Manages low to medium risk contracts, (including procurement planning, tender documentation and evaluation, contract formation) and contract management plans in consultation and negotiation with stakeholders.
- Prepares contract documents, calls and evaluates tenders and recommends acceptance for low to medium risk contracts.
- Manages, administers and reports on contracts, including certification of work and progress against performance targets and management of payments, claims and variations.
- Acts as Superintendent or Principal's representative on designated projects.
- Leads dispute resolution processes to resolve problems/issues associated with medium to significant risk contractual disputes.

Leadership and Management

- Responsible for the effective direction of project teams which may include managing multiple work groups.
- Fosters positive team values and a cooperative team spirit.
- Develops, guides and mentors staff.
- Monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures, including Railway Safety Management and standards.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.

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 a tertiary qualification in urban planning, engineering, transport or an approved equivalent; and eligibility for an appropriate Professional Membership.
- Relevant technical expertise, including relevant project and/or contract management experience.

2. Leadership and Management

- Leadership and management ability, including the capacity to lead, mentor and coach others as well as manage resources effectively.

3. Communication and Interpersonal

- Well developed communication skills (written, verbal and interpersonal), including a demonstrated ability to:
 - Build and maintain positive working relationships with wide range of stakeholders
 - Build and maintain effective working relationships
 - Negotiate required outcomes and/or resolve conflicts.

4. Conceptual, Analytical and Problem Solving

- Demonstrated conceptual, analytical and problem solving skills, including a demonstrated ability to analyse and resolve complex problems.

5. 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.

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