

JOB ROLE STATEMENT

MANAGER PROJECT DELIVERY LEVEL 8

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS
BRANCH PILBARA

CATEGORY 1
POSITION NO P0070669

KEY RESPONSIBILITIES

Manage the delivery of Category 2 (Cat 2), minor improvements and traffic related projects and provide subject matter expertise and technical direction and advice.

KEY DELIVERIES

Project and Contract Management

- Manage delivery planning function for assigned projects.
- Develop, maintain and oversee the annual Delivery Plan for the Region.
- Manage all pre-and post-contract award functions, including recommending contract award.
- Manage appropriate superintendence for contracts or act as the Superintendent for assigned contracts.
- Project manage multi-agency or Sundry Debtor projects where required.
- Oversee the management, monitoring and reporting on budget, cash-flow projections and progress of assigned projects, including project cost estimate reviews and their assessment.
- Manage contract risks and ensure claims are effectively managed and resolved.
- Manage continuous improvement of project delivery processes and activities.
- Assign Project Managers to projects in consultation with the Delivery team.
- Manage specialist in-house consultants assigned to support the delivery of projects.

Leadership and Management

- Contribute, at high level, to the formulation of Corporate and Directorate policies and strategies.
- Contribute subject matter expertise to the development, management and implementation of the Region's Business Plan.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Manage safety in the workplace including through consultations and liaison with other employees, the Contractor's employees and subcontractors and ensure appropriate training is provided to project team employees.
- Manage continuous improvement of project and contract management capabilities.

Stakeholder Relationships

- Build and enhance professional working relationships with internal and external stakeholders.
- Consult and negotiate at high level with contractors, consultants, the public and other agencies.
- Manage inter-agency interfaces.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
DIRECTOR PILBARA REGION

LEVEL 9

POSITION NO
P0051093

MANAGER PROJECT DELIVERY LEVEL 8

POSITIONS UNDER DIRECT SUPERVISION
List the position numbers, titles and levels of positions directly supervised

ALL POSITIONS UNDER CONTROL
State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Delivery Manager	LEVEL 7	Salaried	1
Project Manager Development (x2)	LEVEL 6		2
Project Contract Manager (x5)	LEVEL 6		5
Project Contract Manager (x7)	LEVEL 5		7
Project Contract Manager	LEVEL 4		1
Graduate Engineer (x2)	SC LEVEL 1		2
TOTAL			18

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Extensive skill, knowledge and experience in:
 - road and bridge design, construction and maintenance including design review of complex civil works
 - road and bridge project and contract management practices
 - developing and implementing contracts and other legal documents, including Deeds
 - implementation of management systems and procedures associated with project delivery
 - building and enhancing stakeholder relationships
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Degree in Civil Engineering.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

.....
BRANCH/SECTION HEAD

DATE

11/03/24

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

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GENERAL MANAGER REGIONAL OPERATIONS

DATE

15/03/2024

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

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EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

18/3/24