

# JOB ROLE STATEMENT

## PROJECT DEVELOPMENT MANAGER LEVEL 7

DIRECTORATE  
BRANCH

REGIONAL MANAGEMENT AND OPERATIONS  
KIMBERLEY

CATEGORY 1  
POSITION NO

P0070462

### KEY RESPONSIBILITIES

Manage planning and project development for capital road and bridge infrastructure improvement projects.

### KEY DELIVERIES

#### Project Development

- Develop project concepts, scope of works, master plans and manage obtaining all necessary clearances, including environmental and heritage clearances, land access and stakeholder acceptance.
- Create and/or critically review pavement and seal designs and undertake a constructability and/or feasibility review of the design.
- Review and comment on aspects of structural design, including standards conformance, aesthetics and any proposed architectural aspects of the works.
- Represent the Project Owner (Regional Manager) for comprehensive investigations and studies to assess project needs and select solution options for large and complex planning studies.
- Negotiate, recommend and manage agreements detailing financial and other commitments by participating parties.
- Monitor and report on project development progress.
- Research, collate information and analyse data, including the use of corporate support tools for the development of projects.
- Contribute to the development and maintenance of the Network Plan, Asset Link Plans, Ten Year Road Program and Annual Works Plan by providing essential project information at an expert level.
- Provide expert input to the Delivery Plan, including project budgets and timeframes.
- Contribute to the development, maintenance and improvement of project development and project management processes, standards and systems.

#### Project Delivery (where relevant)

- Co-ordinate with the Delivery Manager determining of the project delivery timing, constructability and staging considerations during Project Development.

#### Contract Management

- Manage contracts, consultants and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Commission and manage consultants for the provision of technical services.
- Formulate detailed estimates for the benchmarking of design consultancy procurement on complex road and/or bridge projects.

#### Leadership and Management

- Contribute to the development and achievement of the Region's Business Plan and Network Program (Ten Year View).
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage technical staff, other staff and consultants to conduct development investigations for projects.
- Manage employee behaviour, performance and development.
- Provide expert advice on project management principles and practice.

#### Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. industry, customers, the community, consultants, Local Government and other agencies) on project planning, programs, level of service and standards.
- Provide expert advice to stakeholders and prepare responses to ministerial enquiries, media contacts and community issues.
- Support the Regional Manager in managing relationships with technical agencies regarding Main Roads planning and strategy.

### 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 KIMBERLEY REGION

LEVEL 9

POSITION NO  
P0051068

## PROJECT DEVELOPMENT MANAGER LEVEL 7

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
<b>TOTAL</b>			

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

**ESSENTIAL:**

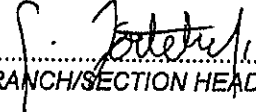
- Comprehensive skill, knowledge and experience in:
  - two or more of road and/or bridge design, planning, construction and maintenance
  - review and comment on project feasibility, including constructability, financial assessment and road safety aspects
  - project and contract management
  - negotiation and facilitation
  - 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:
  - road and/or bridge planning and asset management
  - and practical understanding of the geo-mechanical properties of common materials used in road and bridge projects across Western Australia
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers' licence or an approved equivalent.

**DESIRABLE:**


- A Degree in Civil Engineering.

**CERTIFICATION**

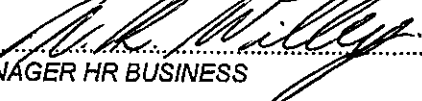
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 2/11/2021  
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 2/11/2021  
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 2/11/21  
MANAGER HR BUSINESS