



Project Engineer

Branch:	Built Environment
Directorate:	Urban Mobility
Position Number:	00027445
Classification:	Specified Callings Level 3
Physical Location:	Perth (William Street)
Award/Agreement:	Public Service Award & Public Sector CSA Agreement 2022

Our Purpose: *Empowering a Thriving Community*

The Department of Transport (DoT) together with Main Roads WA and the Public Transport Authority forms the Transport portfolio. DoT seeks to connect people and places to keep Western Australia moving towards a safer, healthier and more sustainable future.

Our Values:

Collaboration	<i>Working together, we get things done</i>
Wellbeing	<i>Looking after ourselves and supporting others</i>
Adaptability	<i>Always open to possibilities</i>
Accountability	<i>Taking ownership, we deliver</i>

DoT promotes a diverse workforce and embraces a high standard of equal opportunity, health and safety, and ethical practice. DoT is a values-based organisation committed to empowering a thriving community. Join us and work in a role where you can bring your best self to work and leave work having been seen and heard, and able to contribute meaningfully to the communities throughout Western Australia.

Overview of Directorate

The Urban Mobility Directorate exists to provide integrated transport strategy, policy, planning and programs to optimise the current and future use of the transport network for moving people in cities and major centres.



Overall Purpose of the Role

- Undertakes efficient, timely and cost-effective project management for the planning of medium to large active transport development projects.

Work Description

1. PROJECT MANAGEMENT

- 1.1. Undertakes needs assessment, user and stakeholder liaison, preliminary investigations, project concept planning, feasibility studies and risk assessment to establish project scope.
- 1.2. Undertakes research, project investigations (including field work), testing, studies and provides advice and reports on issues that impact on the development of active transport infrastructure.
- 1.3. Undertakes project design, budget and program preparation and achieve statutory, client and departmental approvals.
- 1.4. Manages procurement processes, including writing of tender documents, tender evaluation and selection of consultants and contractors.
- 1.5. Leads project teams and supervises consultants, including programming and expenditure control, supervision of planning to deliver comprehensive development proposals.
- 1.6. Manages the transition of completed development proposals to the project delivery team including evaluation and reporting on project outcomes and opportunities for improvement.

2. ADMINISTRATION

- 2.1. Ensures effective communication with the community, facility users, relevant authorities, consultants and contractors, and represents the department on public and industry committees as required.
- 2.2. Prepares responses to parliamentary questions, Ministerials and briefing notes.
- 2.3. Ensures efficient and effective management of all relevant project documentation, including reports, files, drawings, data sets and tender and contract documents.
- 2.4. Responds to requests from external parties for information held by the department.
- 2.5. Contributes towards the ongoing improvement of procedures, work instructions and guidelines for project and contract management, through maintaining adequate understanding of current industry practice.

3. OTHER

Undertakes other duties as required.



Work related requirements

The following criteria are to be applied within the context of this position, which includes alignment to the Department's values.

Criteria

ESSENTIAL:

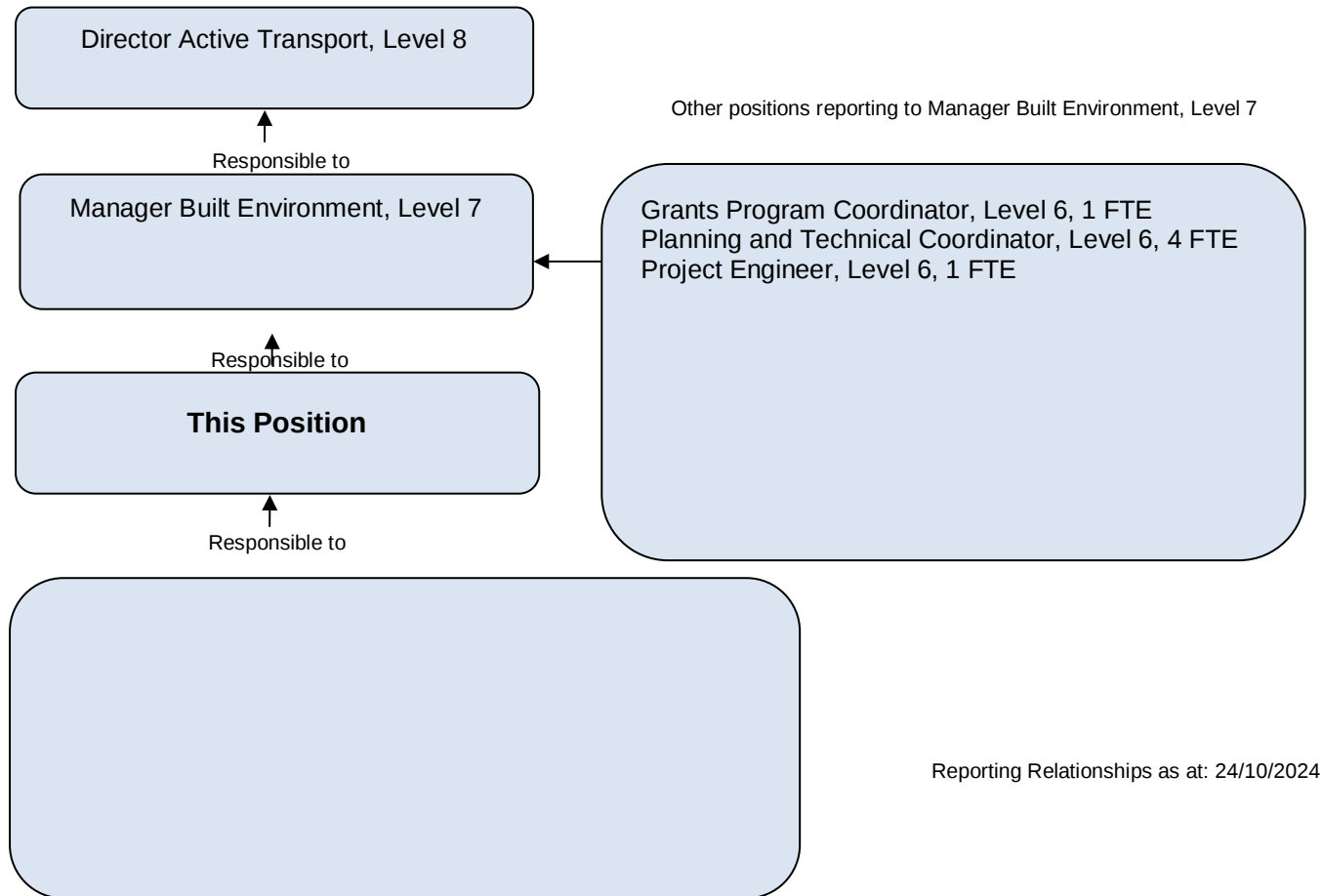
1. An engineering degree and eligibility for membership of the Institution of Engineers Australia.
2. Extensive experience and ability in planning, design and construction methodologies in civil related infrastructure projects.
3. Extensive experience in project management of civil related infrastructure projects including the management of consultancy contracts.
4. Well-developed ability to conduct research, and undertake analysis utilising effective problem solving skills.
5. Well-developed written and verbal communication, interpersonal and negotiation skills with the ability to relate effectively with officers at all levels and work as a member of a multi-disciplinary team.
6. Understanding of and experience in applying quality management principles and continuous improvement methods to workplace procedures and practices.

DESIRABLE:

Experience in developing and/or delivering active transport or community-based infrastructure projects.



Reporting Relationships



Allowances/Special Conditions

- A current national police clearance certificate incorporating criminal and traffic convictions and infringements is required for this position.

Certification

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

**Executive Director
People and Culture**