

JOB ROLE STATEMENT**DELIVERY MANAGER
LEVEL 7****DIRECTORATE**
BRANCHCENTRAL AND NORTHERN REGIONS
GOLDFIELDS - ESPERANCE**CATEGORY 1**
POSITION NO P0062053**KEY RESPONSIBILITIES**

Manage the Regional Delivery Plan including Public Tendered Works (PTW's), Direct Managed Works (DMW's), Minor Capital Works (MCW's) and Maintenance Works.

KEY DELIVERIES**Project Delivery**

- Prepare, manage and report on the Regional Delivery Plan, including project budgets, resource requirements and timeframes to ensure delivery and meet corporate reporting requirements.
- Manage the development, design, delivery, review and handover of projects allocated in the Regional Delivery Plan.
- Contribute to the on-going improvement of project management processes and systems.
- Maintain the interface and provide support to Infrastructure Delivery Directorate (IDD) for the delivery of Major Capital Projects.

Maintenance Delivery

- Contribute to the development of and manage the delivery of the Annual Works Program.
- Undertake the role of the Superintendent or Superintendent's Representative for the Rural Network Contract.
- Ensure opportunities for the on-going development of skills and technologies including the Maintenance Management Information System (MMIS) are realised to support effective delivery of maintenance works.

Works Delivery

- Manage the preparation of contract documentation and the contract tendering process for PTW's, including independent cost verification of the MCW's, where relevant.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Manage the delivery of DMW's.
- Review and report on the performance of both contracts and contractors for all delivered works.
- Undertake the role of Superintendent or Superintendent's Representative on nominated works contracts.
- Contribute to the on-going improvement of Contract Management and DMW's processes and systems.

Technical Support

- Co-ordinate the provision of services to project managers under the specialist Consultancy Contracts (e.g. Design and Survey), where relevant.
- Monitor and review the performance of engineering and technical consultants, including achievement of contract objectives and conformance with standards.
- Review or arrange the review of design briefs, documents and designs.
- Manage the geotechnical and materials investigations and services.

Leadership and Management

- Collaboratively engage as a member of the Regional Management Team.
- Contribute to the development and achievement of the Region Business Plan and Ten Year Network Delivery Plan (10YNDP).
- Prepare, manage and report on the Regional Delivery Plan including project budget, resource requirements and timeframes to ensure delivery and meet corporate reporting requirements.
- Manage Safety, Health and Wellbeing (SHW) matters and issues throughout the delivery of works and activities.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of projects and contracts.
- Provide expert advice to stakeholders and input to responses to ministerial enquiries, media contacts and community issues.

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**
REGIONAL MANAGER

LEVEL 8

POSITION NO
P0051100

DELIVERY MANAGER LEVEL 7

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

Maintenance Manager
Materials Manager
Project / Contract Manager (x4)
Works Supervisor (x3)
Safety and Training Officer

LEVEL 6
LEVEL 5
LEVEL 5
LEVEL 4
LEVEL 3

POSITION No**CATEGORY**

Salaried

NUMBER

1
1
4
3
1

TOTAL

10

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

- Comprehensive skill, knowledge and experience in:
 - delivery of road construction and maintenance
 - project and contract management
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
- Knowledge of:
 - road asset management processes and systems
 - bridge management, construction and maintenance
 - 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


 BRANCH/SECTION HEAD

DATE 5-10-2021.

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

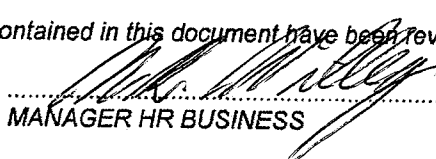
SIGNATURE


 EXECUTIVE DIRECTOR

DATE 6/10/2021

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

SIGNATURE


 MANAGER HR BUSINESS

DATE 6/10/21