

## Position description

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<b>Position</b>	Portfolio Planner
<b>Group</b>	Project Delivery Group
<b>Reports to</b>	Manager – Portfolio Performance & Controls
<b>Location</b>	1010 La Trobe Street Docklands Victoria
<b>Date</b>	May 2019

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## Our organisation

VicTrack owns Victoria's transport land, assets and infrastructure and works to protect and grow the value of the portfolio, to support a thriving transport system, and make travel and living better for Victorians.

With much of the asset portfolio dedicated to transport – our lands, infrastructure, trams and trains, and telecommunication networks – our focus is strategic asset management and supporting the delivery of better transport solutions. With a strong commercial focus we invest back into transport and communities, and support other non-commercial activities like community projects and environmental and heritage preservation.

## Our core functions

Victoria's *Transport Integration Act 2010* sets out the objectives for each transport sector agency, and as the asset owners, our role is to manage the assets consistent with transport system objectives. Our core functions include:

- Telecommunication services and network infrastructure that supports public transport
- Managers of land set aside for transport purposes, including the development and sale of land no longer required for transport
- Project management and civil engineering services for rail infrastructure upgrades
- Transport facilities and asset management, including the open access Dynon Rail Freight Terminal and heritage, buildings and environmental preservation

## Our business groups

Our business is made up of three specialist delivery groups including Property, Telecommunications and Project Delivery, which are supported by the Office of the Chief Executive and Business Services. Each delivery group provides various disciplines in assets management and service delivery.

## **Our vision**

To grow as a commercially sustainable corporation that supports the delivery of government policy and achieves triple bottom line outcomes through a strong commercial focus and environmental sensitivity and provides a range of social benefits to Victorian communities.

## **Our mission**

To improve the value of assets that VicTrack manages for the state and deliver a range of commercial services and projects that improve Victoria's transport system and contribute to the state's liveability and sustainable economic development.

## **Our values**

- Respect
- Professionalism
- Achievement
- One team

## **Dimensions**

### **Reporting Relationships**

Manager Portfolio Performance & Controls

### **Budget**

Nil

### **Other**

Nil

## **Purpose of the position**

Provide professional assistance to Manager Portfolio Performance & Controls, Project Managers and / or Manager Business Development in project scheduling, report preparation and resource and cost forecasting. This position will support the VicTrack PMF and the Project Controls function for assurance of on-time and robust delivery of both internal and external projects within PDG and other business groups as required.

## **Key accountabilities/functions**

- Ability to understand the client perspective of Project Controls processes
- Support Project Managers in developing project schedule for various project phases;
- Supporting Business Development team in development of high level proposal schedules;
- Support Manager Project Controls for resource load and cost assign the schedule for cash flow forecast;
- Review the quality of schedules provided by Contractors ;

- Assist Manager Project Controls in preparing progress and earned value spreadsheets;
- Effectively contribute and work with Manager Project Controls for preparation of Project Status Reports;
- Update project schedules accurately as required in accordance to progress measurement guideline;
- Developing look-ahead schedules for entire programs in the business
- Provide resource profile and progress S-Curve from project schedules;
- Assurance of incorporating project changes in Schedules and resource and cost forecasts

### Customer focus

At VicTrack we require staff to practice Customer Focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting their needs. This is about listening to customers regarding their expectations and focusing on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

This position has organisational responsibility to ensure our collective approach to a customer centric approach is delivered, managed and monitored.

### Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with Occupational Health & Safety Act in regard to self, tenants and customers, and environmental legislation in regard to preserving the environment.

### Safely Accessing the Rail Corridor

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, shall:

- Be responsible for their actions where those actions can in any way affect or compromise railway safety;
- Be aware of the railway safety requirements associated with their duties and responsibilities;
- Take whatever action is possible to prevent the occurrence of unsafe conditions and / or incidents;
- Report any railway safety problems / hazards of which they become aware to the Group Manager Safety.

### Individual attributes

#### Qualifications

- Tertiary qualifications in Engineering, Construction or related discipline
- Having accreditation or training in Project management is highly beneficial

## **Knowledge & Experience**

- Minimum 5 years' experience in project scheduling and planning
- Experience in both in engineering-construction industry as well as ITC
- Highly experience and proven skills in using Primavera P6 ver.8 is necessary to perform the role
- Highly skilled and fluent in using Microsoft Project 2010 and higher versions
- Excellent knowledge in Earned Value Management and Earned Schedule is necessary
- Good understanding of project management frameworks, delivery phases and approval gates
- Be able to define WBS and project activities by using SoW, Drawing, BoM and Cost Estimates
- Good understanding of project changes and processes of change control
- Advance expertise in Excel (effective use of formulas is must, VBA is desirable), Word and PowerPoint
- Be able to work in various projects in the same time and meeting deadline
- Experience in highly multi discipline industries
- Ability to work both as a team and independently with competing demands

## **Skills**

- Excellent organisational skills and oral, written and presentation skills.
- Skill in project management and associated technologies
- Strong people management skills

## **Interpersonal and Other Features**

### **Internal Relationships**

- Project Delivery Group
- VicTrack Staff

### **External Relationships**

- Might have relationships with stakeholders. For example: rail operators and construction contractors