

Position description

Position	Senior Project Manager – Signalling Track & Power
Group	Project Delivery Group
Reports to	Group Manager Signalling Track & Power
Location	1010 La Trobe Street Docklands Victoria
Date	May 2019

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

This position reports to the Group Manager Signalling Track & Power.

Budget

Nil

Other

N/A

Purpose of the position

The Senior Project Manager – Signalling Track & Power provides effective control of the scope, design, construction and handover of projects. The program of work consists of Railway Signalling projects however these projects may be multi-disciplined.

Key accountabilities/functions

- Using disciplined project management methodologies to manage projects within a program, define scope, develop project plans, execute projects that adhere to guidelines and deliver within cost and schedule constraints to required service level needed
- Developing robust project risk management plans to ensure timely delivery, testing and commissioning of all projects with no impacts to clients and all stakeholders
- Working within cross-functional teams with organisation partners, clients, contractors and vendors to deliver critical infrastructure projects

- Coordinating, communicating, influencing and negotiating cross departmental impacts on the quality and timelines of project deliverables and/or impacts on the financial performance of the Group.
- Serving as the primary contact to senior managers for critical change initiatives internally as well as to external clients
- Managing and negotiating all aspects of projects in conjunction with clients, designers and constructors to progress these projects to implementation and commissioning. Projects will often involve a multi-disciplinary workforce and close liaison in a number of areas including other professional and technical personnel within and outside the corporation
- Taking a lead role in business development activities in line with the Group's business plan; this will include the preparation of estimates, proposals and tenders which shall be implemented and managed by the Senior Project Manager for the entire life cycle of the project.
- Negotiating and administering contracts with consultants, designers, contractors and equipment suppliers to achieve the services required for the proper management of the projects.
- Management of project variations and claims in conjunction with the Group Manager STP and Legal
- Liaising and negotiating with external bodies including but not limited to Public Transport Victoria [PTV], DEDJTR, VicRoads, local Councils, Power Authorities, Telecommunication Authorities, Rail Service Providers, Operators and Maintainers.
- Oversee the delivery of projects within Project Delivery Group using the Project Management Framework:
 - Identifying, developing, packaging and administering contracts up to the value of \$30 million within a commercial framework with a view to achieve the projects stated goals while maintaining the integrity of the operating railway systems
 - Managing a team of Project Managers and support staff
 - Providing a point of contact with outside clients, authorising preliminary scoping, estimating and provision of sound technical advice

Providing advice on proposed installations for work near the rail infrastructure, which may include inputs from a design, construction, maintenance and commissioning perspective

- Providing professional advice on project issues to the Executive General Manager Project Delivery Group, the Victorian Rail Crossing Safety Steering Committee [VRCSSC], the Victorian Railway Crossing Technical Group [RCTG], DEDJTR and other staff both within and external to the organisation
- Providing input into the development and maintenance of engineering and technical standards
- Ensuring compliance with all legal and statutory requirements on a timely basis as appropriate
- Ensuring compliance with standards, specifications, design, construction and statutory obligations
- Providing safety leadership and ensuring that contracts and their staff are fully aware of and comply with health and safety policies, directives and statutory requirements
- Providing project management mentoring to direct reports as required
- Input to the Project Delivery Group Business Plan
- Management of direct reports in alignment with VicTrack's Performance Management System

- Comply and manage requisite project reporting [weekly/monthly]
- Collaboration with Procurement, Legal and Finance teams

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 [mandatory]
- Project Management qualifications [desirable]
- Current Victorian's driver's licence

Knowledge & Experience

- Experience and knowledge in project management
- Establishment of project requirements, stakeholder sponsorship and funding
- Experience building and maintaining relationships [including team members] across different locations, levels and divisions
- Experience and knowledge in managing contracts

- Experience and knowledge in managing project finances
- Experience and knowledge of managing stakeholders
- Experience and knowledge in change management
- Ability to influence others
- Knowledge of OH&S Legislation, Regulations and Codes of Practice, Quality Standards, Environmental legislation and other associated legislative requirements

Skills

- Significant people leadership experience [line or project]
- Excellent organisational skills and the demonstrated ability to respond to changing priorities and demands; and
- Excellent oral, written and presentation skills

Interpersonal and Other Features

Internal Relationships

- All VicTrack management and staff

External Relationships

- Public Transport Victoria [PTV]
- DEDJTR
- Minister for Public Transport
- VRCSSC
- RCPD
- MTM
- V/Line
- ARTC