

Position description

Position	Group Manager Signalling, Track & Power (STP)
Group	Project Delivery
Reports to	Executive General Manager Project Delivery Group
Location	1010 La Trobe Street Docklands Victoria
Date	April 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

The Group Manager Signalling, Track and Power (STP) reports directly to the Executive General Manager Project Delivery Group (EGM PDG).

Budget

Purpose of the position

The Group Manager STP is a member of the senior leadership team and provides effective control of the scope, design, construction and handover of projects. The program of work consist of Railway Signalling projects however these projects may be multi-disciplined and may include the elements of civil, building, electrical, structural, track and communications.

Key accountabilities/functions

- Oversee the development and delivery of projects within the Project Delivery Group using the Project Management Framework and complying with project governance requirements.
- Identifying, developing, negotiating, packaging and administering contracts and change requests / claims within a commercial framework with a view to achieve the project's stated goals while maintaining the integrity of the operating railway systems.
- Providing a point of contact for 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 risks, issues and critical change initiatives to key stakeholders including but not limited to the EGM PDG, Senior Managers, the Victorian Railway Crossing Safety Steering Committee (VRCSSC), the Victorian Railway Crossing Technical Group (RCTG), Public Transport Victoria (PTV) and the Department of Transport (DoT).

- Providing input into the development and maintenance of engineering & technical standards.
- Ensuring compliance with standards, specifications, design, construction, legal and statutory obligations.
- Compliance with Management of Change including Engineering Change arising from projects.
- Developing robust project risk management plans to ensure timely delivery, testing and commissioning of all projects with no impacts to clients and all stakeholders.
- Managing a group of Project Managers and support staff, including direct reports in alignment with VicTrack's Performance Management system.
- Managing the financial performance of the STP team in line with the Group's business plan.
- Taking a key role in business development activities in line with the Group's business plan.

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 a relevant engineering field
- Project management qualifications / accreditation (e.g. Institute of Project Management)
- Qualified Train Track Safeworking Co-ordinator, (Level 1)
- Driver's license for site visits

Knowledge & Experience

- Extensive, proven experience in signalling engineering or projects, project management, stakeholder sponsorship and funding.
- Knowledge in the principles and fundamentals of railway infrastructure.
- Significant partnering and people leadership experience.
- Proven experience in leading project or construction teams, incorporating multi-facets such as project scoping and implementation, governance, design, planning, costing, contracts, constructions, testing, commissioning, quality, safety, program and cost control.
- Working knowledge of contract interpretation and contract management as well as experience in administering contracts.
- Working knowledge of the Occupational Health and Safety Act, Rail Safety Act, AS4292 – Railway Safety Management, Codes of Practice and associated directions.

Skills

- Exposure and experience operating in functional area related to key project outcomes
- High level evaluation and decision making skills
- Well-developed written and oral communication, interpersonal and presentation skills
- Computer literacy with project planning software including Microsoft Project
- Computer literacy with spreadsheets, data bases and word processing software packages

Interpersonal and Other Features

Internal Relationships

- All VicTrack management and staff

External Relationships

- DoT, PTV and Transport for Victoria (TfV)
- VRCSSC and RCTG
- Rail and Tram accredited rail operators
- Rail freight operators
- Level Crossing Removal Authority (LXRA)
- Rail Projects Victoria (RPV)
- Office of the National Rail Safety Regulator (ONRSR)
- VicRoads, Local Councils
- Power and Telecommunication authorities
- External consultants, designers, contractors and equipment suppliers