

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	October 2018

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, STP reports directly to the Executive General Manager, Project Delivery Group.

Purpose of the position

The Group Manager STP 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 the following disciplines:

- Civil
- Building
- Electrical
- Structural
- Track
- Communications

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 need
- 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.

- Analysing current state and develop alternative future state approaches and facilitate implementation
- 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 Program 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 General Manager Project Delivery and Legal
- Liaising and negotiating with external bodies including but not limited to Public Transport Victoria (PTV), VicRoads, local Councils, Power Authorities, Telecommunication Authorities, Rail Service Providers, Operators and Maintainers.
- Oversee the delivery of projects within the Project Delivery Group using the Project Management Framework:
 - Identifying, developing, packaging and administering contracts up to the value of \$30 M 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, the Victorian Railway Crossing Safety Steering Committee (VRCSSC), the Victorian Railway Crossing Technical Group (RCTG), Transport for Victoria (TfV), 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 contractors 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

- A member of the Senior Leadership team at VicTrack where participation in the Senior Leadership meetings are required

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

Technical Experience:

- Extensive, proven experience in project management
- Significant people leadership experience (line or project)
- Establishment of project requirements, stakeholder sponsorship and funding
- Experience building and maintaining relationships (including team members) across different locations, levels and divisions
- Project experience (varying scope, complexity and challenge)

- Working with senior stakeholders to support business transitions
- Extensive experience in preparing project proposals and estimates encompassing the entire life cycle of projects, from initiation to handover, to facilitate business opportunities for the group
- Proven experience in leading project or construction teams, incorporating multi-facets such as project scoping and implementation, design, planning, costing, contracts, constructions, testing, commissioning, quality, safety, program and cost control
- Experience in leading, mentoring and building teams
- Detailed understanding of material requirements, supply procedures and estimating principles
- Knowledge in the principles and fundamentals of railway infrastructure
- Working knowledge of contract interpretation and contract management as well as experience in administering contracts
- Working knowledge of the Occupational Health and Safety Act, AS4292 – Railway Safety Management, VicTrack Safety, Codes of Practice and associated directions

Skills

- Significant exposure to external business environments through work experience, professional associations and/or professional development (qualifications)
- 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

- Public Transport Victoria (PTV)
- Department of Economic Development, Jobs, Transport and Resources (DEDJTR)
- Minister for Public Transport
- Victorian Railway Crossing Safety Steering Committee (VRCSSC)
- Rail and Tram franchise operators
- Level Crossing Removal Authority (LXRA)
- Rail Project Victoria (RPV)
- Victorian Railway Crossing Technical Group (RCTG)
- VicRoads
- Local Councils
- Power authorities
- Telecommunication authorities
- External consultants, designers, contractors and equipment suppliers