

## Position description

---

<b>Position</b>	Lead Portfolio Planner
<b>Group</b>	Project Delivery Group - PDG
<b>Reports to</b>	Manager – Portfolio Performance and Controls
<b>Location</b>	1010 La Trobe Street Docklands Victoria
<b>Date</b>	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**

This position will report directly to the Manager – Portfolio Performance and Controls

### **Budget**

Nil

### **Purpose of the position**

To provide highly technical project planning, cost controlling and status reporting support across various projects in a client based organisation. This position also provides technical leadership to a team of planners and will enhance the Project Controls function through the VicTrack Project Management Framework and for the assurance of on-time and robust delivery of both internal and external projects.

### **Key accountabilities/functions**

- Design and develop high quality cost and resource loaded schedules to support the management of high risk, high value projects across the Project Delivery Group
- Oversee the quality and accuracy of schedules to meet the changing needs of project requirements and business rules and develop look-ahead schedules for entire in-flight projects in the PDG portfolio
- Analyse and propose recommendations periodically to achieve best practice in scheduling, cost forecasting and project changes and incorporate into the schedule, budget and report for specific projects
- Identify trending financial risks and actively create solutions to meet contract commitments throughout the project lifecycle
- Control the quality of schedules developed by planners for assurance of meeting business rules

- Create schedules for projects at concept development stage with minimum information (i.e. no scope of works, no drawings)
- Provide high level technical expertise, support, mentoring, and leadership to a team of planners and project managers and facilitate opportunities for education and knowledge sharing on best practice scheduling principles
- Use VicTrack in house cost estimation tool to develop CBS, load costs and resources in the schedule to generate and update project cash-flow
- Manage and maintain the Primavera P6 database, global codes and enterprise structure and administration of VicTrack procedure "Schedule Management in P6"
- Responsible for generating project schedule updates and reports and provide status dashboards including Key dates, S-Curve, EVM, Cost Forecast, SPI, CPI & PPI
- Develop high quality procedures and guidelines for the Project Management Framework and other resource tools based on innovative and sustainable solutions

### 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 or above in Engineering, Construction or related discipline
- Accreditation or training qualification in Project management is highly beneficial

### Knowledge & Experience

- Minimum 10 years' experience in project controlling and planning in engineering and construction
- Experience in people management, technically leading a team and training junior staff
- Having a robust understanding of project cost engineering and project cost accounting
- Actively participate in project scope and sporable portions development
- Deep understanding of construction contracts, EOT, Variations Analysis and forensic scheduling if required
- Excellent knowledge in Earned Value Management and Earned Schedule is necessary
- Sound understanding of project management frame works, delivery phases and approval gates
- Sound understanding of project changes and processes of change control
- Must be familiar with Monte Carlo Analysis and be able to effectively utilise Primavera risk analysis

### Skills

- Advanced skills in Primavera P6 ver18 and Microsoft Office is necessary
- Ability to read and comprehend technical documents and drawings and translate them to schedule activities
- Capability to output meaningful concepts whilst dealing with the ambiguity related to a complex project environment
- Excellent organisational skills with the ability to achieve multiple deadlines across conflicting priorities in a fast paced environment
- High developed written and verbal communication and presentation skills
- Ability to positively influence relationships with a variety of stakeholders to achieve outcomes
- Ability to deliver innovation, efficiency and commercial value add

## Interpersonal and Other Features

### Internal Relationships

All employees across VicTrack including Executive level

### External Relationships

Rail Operators and franchisees

Construction contractors

Government agencies and bodies

Other transport partners