

Position description

Position	Senior Project Engineer– Telco Infrastructure
Group	Project Delivery
Reports to	Project Director
Location	1010 La Trobe Street Docklands Victoria
Date	May 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 Corporate Affairs 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 position reports directly to the VicTrack LXR PDO Project Director.

Budget

Nil.

Other

Nil.

Purpose of the position

The Project Engineer (Physical) is responsible for a diverse range of activities to assist in ensuring that VicTrack's Level Crossing Removal and MMRA Project Delivery Office delivers programmed activities in a professional manner, on time, to specification and on budget.

Key accountabilities/functions

- Prepare 'Request for Quotation' responses and project plans for works pertaining to the consolidation and relocation of existing copper and optical fibre cable and associated infrastructure.
- Work with external plant team members 'Request for Quotation' responses and project plans for works pertaining to the provisioning of new cable network infrastructure required by the various LXR Project Alliance partners and the Design and Construct contractors.

- Prepare and/or alter relevant technical and operational documentation required as a result of LXR Project activities. This would relate to project concept, design, operational delivery, operational and maintenance procedures and fault management procedures.
- Chair regular team meetings and provide verbal and written project status information to Project Director.
- Responsible for coordinating activities required to capture, verify, enter or amend all necessary data associated with the physical infrastructure affected by this project. Network data is to be recorded in the Connect Master application.
- Review and approve designs of network architecture and detailed fibre designs provided by the LXR Alliance partners and the Design and Construct contractors.
- Work closely with the Project director to ensure that all construction drawings are obtained from the LXR Alliance partners and the Design and Construct contractors, reviewed and approved.
- Ensure and support the team that as-in-service drawings and data as required are provided by the LXR Alliance partners and the Design and Construct contractors, verified and entered into the relevant storage mechanism, such as DMS and Connect Master.
- Manage internal and external stakeholders and SMEs to organise required inputs and outputs, reviews in a timely manner
- Be the key interface between proponents, alliance representatives and key stakeholders to ensure regular contact is maintained and program of activities is updated through key schedules.
- Demonstrate a sound knowledge of both VicTrack Installation and Maintenance Procedures (TS-SP-013) and Network Protection Procedures (TS-SP-015)
- Ensure that project documents comply with VicTrack Project Management standards.
- Provide regular reports and feedback to the LXR PDO Project Director on project issues, activity status, budgetary position, risk management and general information.
- Report all safety related incidents, identified hazards and mitigating actions to the team meetings, however if incidents or hazards are of a serious nature they are to be escalated to the Project Director and project Manager immediately.

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 responsibilities

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

Train track safety awareness

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 Manager Safety.

Individual attributes

Qualifications

- Tertiary Qualification in a Telecommunications/Civil Engineering / project management discipline or equivalent

Knowledge & Experience

- Minimum of 10 years' experience in telecommunications/project management/civil field environments
- Minimum 8 – 10 years' experience working in operational networks
- Demonstrated technical knowledge of communications copper and optical fibre cable network infrastructure and installation methods
- Proven experience in technical documentation preparation and management
- Experience working in the Transport sector and associated Government entities
- Forming and maintaining relationships
- Exposure to operations occurring in an industrially sensitive environment
- Financial management or cost control experience
- Demonstrated capability of leading and meeting set deliverables on time and on budget
- Advanced proficiency with Microsoft Office suite
- Exposure to quality management systems and processes

Skills

- Proven ability to anticipate and resolve complex programming and scheduling issues
- Ability to analyse situations and escalate relevant issues to stakeholders and SMEs
- Excellent oral, written communication and presentation skills with the ability to produce high quality technical material
- Excellent influencing and negotiations skills
- Demonstrated understanding of contracts
- Excellent administrative, organisational and attention to detail skills
- Supports and participates in continuous improvement

- Demonstrated ability to work both independently and cooperatively with groups
- Exposure to, Occupational Health and Safety Act, Workcover Act, Equal Opportunity Act and Disability Discrimination Act
- Ability to obtain Victorian Rail Safety Accreditation

Interpersonal and Other Features

Internal Relationships

- All VicTrack management and staff.

External Relationships

- Selected Vendors, Government Authorities, Alliance Partners, Constructors, Contractors and Sub-Contractors.