

Position Description



Position Title	Manager Project Delivery Office
Position No	00077664
Delegation Level	004
Job Designation	Manager
Organisational Unit	Project Delivery Office SEQ Project Delivery
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	General Manager SEQ Project Delivery

QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together
Treat others with respect - We appreciate everyone's contributions and differences
Empower our people - We have confidence in our people
Act Safely - We work safe, to go home safe
Make a positive difference - We learn from today, to improve tomorrow

Position Purpose

Provide strategic and operational leadership of project enabling and support services to assist SEQ Project Delivery managers to successfully deliver a suite of SEQ Queensland Rail projects, construction works and construction contracts. The scope of responsibility to include but not be limited to:

- Cost control including forecasting, accruals, cost planning and reporting for all SEQ capital projects in all phases including construction.
- Scheduling of projects across all project phases particularly projects under construction.
- Project risk assessment and probability evaluation for all phases of the project including construction and validation of contingencies against risk allocation including contract contingency.
- Minor procurement and contract management for project management and construction services.
- Project reporting and trend analysis for all phases of project delivery including construction.
- Project support to project delivery including financial transaction with construction companies and validation against accruals and approvals for all phases of the project.

Position Responsibilities

1. Lead a multidisciplinary team of project professionals to provide expert services in cost management and control, project risk; scheduling and project governance and reporting and provide projects administrative and coordination services across SEQ Project Delivery in all phases including construction and contract management.
2. Foster strong relationships and collaborate with the EPMO and

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key stakeholders in the delivery of projects and major works to ensure projects comply with the organisational project management, contract management and legislative frameworks and governance for infrastructure assets.

3. Provide leadership and direction to managers, support staff and delivery partners across Project Delivery, identifying opportunities for cross-initiative coordination and integration of support to ensure consistency across teams.
4. Review, build and maintain processes to ensure project data, documentation, report and submissions are relevant, accurate and developed to the best standards.
5. Establish and maintain a continuous improvement process in project delivery by evaluating project performance and lessons learned including resources and skills analysis and benchmark against similar industries across all phases of the project lifecycle including construction.
6. Act as point of escalation and/or mediation where risks arise with the potential to adversely impact a greater program and portfolio of work including accountability for direct intervention.

Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

What is the key selection criteria

1. Extensive demonstrated knowledge of the principles of project and program management and project control including cost, schedule, scope and risk management, assurance and reporting.
2. High level of leadership skills applied in large and complex organization, focused on best industry practices, building a customer focused, performance-based culture in infrastructure delivery.
3. High level of skill in all forms of communications to effectively consult, negotiate, engage and build productive relationships and partnerships including construction industry partners.
4. High level of influencing and problem-solving skills with ability to challenge others to find solutions to problems and issues.
5. High level of skill to develop a stimulating work environment that motivates employees to align to Queensland Rail vision, objectives.
6. Knowledge and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

Personal Protective Equipment needs:

Refer to relevant business instructions.

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Safety Publications

Refer to relevant business instructions.

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.