

Position Description



Position Title	Project Manager
Position No	00082679
Delegation Level	006
Job Designation	Manager
Organisational Unit	Beerburrum to Nambour Cross River Rail Program
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Project Director - B2N

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

To provide project management and associated services on projects for the Project Delivery Groups in Queensland Rail and clients external to Queensland Rail.

Position Responsibilities

1. Build and manage relationships with key stakeholders to effectively communicate, consult and negotiate to achieve the required project outcomes.
2. Manage the delivery of complex projects through a project team, ensuring safety, time, cost and quality outcomes meet business needs.
3. Develop, manage and implement business cases, operational readiness plans, funding submissions, project plans, including time programs, cost plans and cash flows in line with the approved scope and budget for the project in conjunction with all stakeholders.
4. Determine resource requirements including contractual and procurement strategies to be adopted for the projects. Engage and commission internal and external service providers, including the negotiation of terms of engagement and performance.
5. Monitor and manage the implementation of all project activities including contractors, consultants and internal service providers in relation to progress, safety, quality, to ensure they are completed within the programme and budget.
6. Conduct and implement risk management and value engineering activities throughout the project life cycle.
7. Manage stakeholder expectations and consult regularly with internal and external stakeholders, community groups, unions, government agencies, project governance bodies and other stakeholders in relation to the project.

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8. Finalise projects on completion, including transfer of assets, closure of project financial systems and complete final project reports.
9. Report monthly to Management and stakeholders on project progress, with particular emphasis on actual and potential variations to cost time or quality.
10. Understand and comply with the Queensland Rail Projects function's prescribed governance, principles business rules and practices.

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. High level of skill in the application of project management methodologies and tools within a multidisciplinary project management environment in accordance with best practice.
2. High level of skill in managing the delivery of complex projects through a team of internal staff and external contractors.
3. High level of skill in developing stakeholder relationships, including engaging, consulting and negotiating with a wide range of key stakeholders.
4. High level of skill in managing risk, safety and quality within a multi-discipline construction project including developing and managing budgets.
5. Extensive knowledge of procurement processes, contract engagement and administration, and design requirements associated with project works.
6. High level of interpersonal, negotiation and communication skills to manage various internal and external stakeholders within a large organisation.
7. High level of written and verbal communication skills to complete reports and close out and handover completed projects.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Values.

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.

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.