

Position Description



Position Title	Project Controls Manager
Position No	00056393
Delegation Level	005
Job Designation	Manager
Organisational Unit	Planning and Project Controls Regional Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager Planning & Project Controls

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 ensure that the Group has an effective and efficient commercial framework and delivery support to facilitate the execution of the program. Oversight of project controls, project and program accounting, coordination of project assurance activities and the facilitation of reporting associated with the program.

The role provides leadership and direction to project support staff and delivery partners within their own area of responsibility and across Rail Operations Projects and Rail Infrastructure Program, identifying opportunities for cross-initiative coordination and integration of support to ensure consistency across teams.

Position Responsibilities

1. Provide leadership to a support team that provides services across the projects teams ensuring reporting and financial data is accurate and up to date for project managers and program managers.
2. To develop, implement and maintain an efficient and streamlined system of effective project control reporting tools, working with the Projects Control Manager for Rail Infrastructure Program to ensure consistencies, to monitor and report on the health and performance of the Rail Infrastructure Projects program to senior stakeholders.
3. Manage the commercial accountability and issues for the Rail Infrastructure Program, including:
 - Coordinating financial and business performance reporting,
 - Management of the program's investment approval process,
 - Maintenance of systems to provide information on the program's
 - Financial performance,
 - Producing and distributing high quality financial and operational,

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- Information reports in a timely manner,
 - Coordination of commercial, financial and taxation policy and,
 - Monitoring the effectiveness of all accounting systems and procedures.
4. Lead and co-ordinate all commercial and business aspects of the Rail Infrastructure Program in accordance with the Project Governance Framework.
 5. Provide best practice financial, commercial and project support advice to managers, senior managers and peers.
 6. Develop, implement and monitor commercial and business improvement activities to deliver enhanced performance and resource optimisation for Rail Infrastructure Program.
 7. Liaise with and support the Project Support Manager and Manager Project Delivery Office in the tracking and reporting of progress against key milestones, cost planning and risk management for Rail Infrastructure Program.
 8. Develop and maintain strong client and stakeholder relationships which support the achievement of the Rail Infrastructure program of work.
 9. Assist with achieving the Queensland Rail Projects Group business targets, objectives, performance measures, safety responsibilities and continually seeking to implement business performance improvement initiatives.

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 commercial and business management skills to oversee the commercial and business practices of a matrix based organisation in accordance with best practice methodologies.
2. High level of leadership capability in a large and complex organisation, focused on building a customer focused, performance-based culture.
3. High level of skill in a supporting role in a project management environment and the ability to deliver within set timeframes and budgets.
4. High level of interpersonal, negotiation, written and oral communication skills that build and maintain productive relationships with key stakeholders and the ability to negotiate commercially focused outcomes that assist in the achievement of strategic business objectives.
5. High level of systems and process management skills and an understanding of their potential impact on business, particularly in relation to the implementation of continuous improvement methodologies to deliver best practice outcomes.
6. High level of conceptual, analytical and problem solving skills across a diverse range of complex issues.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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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.