

# Position Description



Position Title	<b>Program Delivery Manager - Major Works</b>
Position No	00083417
Delegation Level	005
Job Designation	Manager
Organisational Unit	Major Works (North) 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)	Contract
Pay Scale Type	Contract
Reports to Position	Senior Manager North Program 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**

Manage a team of project management staff in the delivery (safely, on time, on within budget and within scope) of all allocated capital, OPEX and EFOP projects within multi-million dollar capital, government or operational programs.

## **Position Responsibilities**

1. Manage the delivery of multi-disciplinary projects through a team of senior program and project professionals, coordinating the delivery by engineering managers and consultants to ensure safety, time, cost and quality outcomes meet business objectives and expectations.
2. Develop, implement and monitor an effective resource strategy required to support the delivery of the program.
3. Develop, implement, monitor and report on a strategic program plan, including individual project plans, ensuring the outcomes meet the diverse range of business, client and stakeholder requirements.
4. Ensure multi-disciplinary interfaces are managed, including internal delivery, outsourced work, delivery partners, service authorities and government agencies, operators, and interfacing significantly to ensure customer needs are met throughout the program and individual projects.
5. Undertake negotiations and manage consultations and communications with clients, external bodies, community groups, unions, statutory authorities and key stakeholders on all program and project matters.
6. Provide reporting on program status and outcomes to meet the diverse range of the business, client and stakeholder requirements, including reporting monthly to Senior Management on program progress with particular emphasis on actual and potential variations to cost, time and quality.
7. Provide leadership for the whole program team, including strategic



direction to ensure alignment in project management capability and allocations, as well as perform staff management duties in relation to HR and business requirements, on-boarding, performance review, performance management, determining resource requirements and identification of team development needs.

8. Monitor and manage assurance activities, and assessment and implementation of risk management and value engineering activities across the program of works.
9. Build relationships with Queensland Rail business units, government bodies, external providers and Queensland Rail staff in order to streamline necessary approvals and documentation for capital works projects, negotiate commitments and sign-offs from the client.

### **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 delivery of all aspects of program and project management methodologies within a complex and multidisciplinary operating environment, including the management of project assurance and risk controls, and in accordance with best practice methods.
2. High level of skill in the leadership and management of effective teams within the delivery of large multi-disciplinary projects through a variety of delivery models.
3. High level of skill in the delivery of a capital program in a commercially performing business, with developing and managing budgets across a program of multi-disciplinary projects.
4. Extensive knowledge of rail business and operations required for effective decision making about program delivery strategy, performance monitoring and governance.
5. High level of interpersonal communication, consultation and negotiating skills that build and sustain productive relationships and partnerships with both internal and external stakeholders and clients.
6. High level of understanding of procurement processes, contracting principles and contract administration.
7. Extensive knowledge of relevant policies and legislations impacting on the provision of programs and projects in a railway or similar environment and of the systems and tools to support the project assurance, governance and controls.
8. Knowledge of 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.

# Position Description



## **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.