

Position Description



Position Title	Project Manager
Position No	00086220
Delegation Level	005
Job Designation	Manager
Organisational Unit	Stn Transformation & Access Reg Refresh Regional Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Senior Manager Station and Facilities

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 relevant function in Queensland Rail and clients external to Queensland Rail.

Position Responsibilities

1. Manage the delivery of complex projects through a project team, ensuring safety, time, cost and quality outcomes meet business needs.
2. Develop, manage and implement 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.
3. Determine resource requirements, as well as contractual and procurement strategies which are to be adopted for the projects and engage and commission service providers, including liaising with the Contracts and Design team to negotiate terms of engagement and performance requirements.
4. Conduct and implement risk management and value engineering activities throughout the project life cycle.
5. Manage stakeholder expectations and consult regularly with internal stakeholders, community groups, unions, government agencies, project governance bodies and other stakeholders in relation to the project.
6. Monitor and manage the implementation of all project activities of contractors, consultants and internal service providers in relation to progress, cash flow and work quality to ensure they are completed to required standards, within program and within budget constraints.
7. Report monthly to Management and stakeholders on project progress, with particular emphasis on actual and potential variations to cost, time or quality.
8. Finalise projects on completion, including transfer of assets,



closure of project financial systems, and conducting of project audits and reviews.

9. Understand and comply with the Queensland Rail Projects function's prescribed governance, principles business rules and practises.

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;
- Demonstrate ability to operate in an autonomous and professional manner and exhibit initiative to satisfy business and operational objectives.

What is the key selection criteria

1. High level of skill in the application of project management methodologies within a multidisciplinary project management environment in accordance with recognised best practice project management methods.
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. Substantial High level of interpersonal, written and oral communication skills, including change management.
5. Substantial knowledge of procurement processes, contract administration and design requirements associated with project works.
6. 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.

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.