



# RailCorp

## POSITION DESCRIPTION

**TITLE:** Project Manager  
**LEVEL:** Operational  
**BUSINESS DIVISION:** Major Projects Division  
**RAIL SAFETY STATUS:** Rail Safety Worker

## PRIMARY ACCOUNTABILITY:

Responsible for the delivery of complex major or minor projects.

Plan, schedule, manage and co-ordinate major or minor projects of a single or multi disciplined nature, to ensure all project objectives and agreed specifications are achieved in accordance with project scope, the program, resource requirements, budgets, quality, safety standards and customer expectations.

## FUNCTIONS MANAGED:

- Deliver agreed projects to clients requirements.
- Develop a safety culture.
- Develop a culture and systems to minimise the disruptions to train services.
- Develop project management capacity across the Division.

## ENVIRONMENT:

Public sector rail is embarking on a period of significant change. In response to perceived and actual performance deficiencies, the NSW Government has created a new rail corporation intended to deliver improvements in safety, security, reliability and cleanliness of the rail network.

RailCorp is central to the Government's transport reform agenda. Critical to these reforms is a management structure and team that will work cooperatively to deliver a turnaround in asset management, safety culture, customer service culture and financial performance throughout the organisation.

RailCorp is a State Owned Corporation required to operate on a sound commercial basis to meet its stakeholders' expectations, focusing clearly on delivery for its passenger customer base.

In summary, the requirements and expectations of the new corporation amount to a significant change from the traditional performance of the former rail entities to ensure a safe, secure, clean, reliable and customer focused rail network.

## **CHALLENGES:**

- Fostering a safety culture
- Improving efficiency and reliability
- Improving customer service
- Commercial achievement
- Implement consistent project management systems
- Develop staff skills

## **ACCOUNTABILITIES:**

### **Safety**

- Actively promote safety and implement the Rail Safety Management System in compliance with the Rail Safety Act to ensure a safe and reliable network.
- Manage the implementation of the Group / Divisional Safety Plan so that system safety aspects of projects are addressed and projects are managed in compliance with relevant standards and specifications, to ensure a safe and reliable network
- Actively enforce Occupational Health & Safety policy and procedures to ensure compliance with OH & S and Injury Management legislation and promote the development of a safe working culture.

### **Environmental**

- Actively promote and implement environmental policy and procedures in order to minimise the negative environmental impact of the organisation's business.

### **Risk Management**

- Undertake Risk Analysis for projects in order to manage safety and commercial risks to facilitate decision making and risk minimisation for projects.

### **Project Management**

- Implement the deployment of standard project management systems, procedures and tools across the organisation.
- Manage projects and deliver specified outcomes for stakeholders in terms of safety, scope, quality, standards, budget, timeframes and customer expectations.
- Ensure that Capital Projects do not unacceptably affect system safety or reliability.
- Certify, on a regular basis, regulatory and organisational standards to facilitate compliance for all work.
- Monitor to ensure stakeholders sign off the scope for all Projects and handover documentation, is completed at the end of the project.
- Ensure management of the interfaces with infrastructure maintainers and other key stakeholders.
- Co-ordinate with Project Director to develop the tri-annual and annual delivery programmes.

- Manage the planning phase to progress from agreed project scope to the point of project delivery and ensure projects are adequately planned and resourced to effect timely delivery.

### **Business Planning**

- Implement the Division's agreed business plans and budgets to ensure the financially responsible alignment of the unit with the corporate strategy.
- Contribute to the development of annual cost recovery and expenditure budgets in line with the group's requirements.
- Contribute to the development and implementation of key performance indicators to facilitate the development of appropriate efficiency and financial indicators, to support the measurement of performance across the Division.

### **Leadership**

- Provide clear, honest and consistent leadership while developing and communicating leadership principals to all the Division's staff.
- Actively engage in fair and equitable workplace behaviour to ensure a discrimination-free workplace in accordance with legislative requirements.
- Lead, direct, coach, mentor and performance manage employees to facilitate achievement of objectives and the development of employees.
- Participate in the development and negotiation of contractual agreements to identify and reduce the commercial risk in projects undertaken.
- Ensure databases are kept updated for all projects in order to provide timely and accurate financial reporting, and to facilitate project completion reports as part of project finalisation.
- Encourage innovation and best practice in the scoping and delivery of projects to ensure the existence of a continuous improvement philosophy in the Division.
- Oversee projects to ensure they are compliant with organisational standards and legislative requirements.
- Manage staff performance agreements

## **COMPETENCIES:**

**Project Planning and Organising** – Establishing courses of action for self and others to ensure that work is completed efficiently. Compiling and executing a project plan and / asset management plan.

**Adaptability** - Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements or cultures.

**Building a Successful Team** - Using appropriate methods and flexible interpersonal style to help build a cohesive team; facilitating the completion of goals.

**Change Leadership** - Continuously seeking opportunities for different and innovative approaches to addressing organisational problems and opportunities; facilitating the use of knowledge to help from outside the work place to identify potential problems or improvement opportunities; advocating the need for self or others to seek a better way to address work process issues.

**Commercial Acumen** - Taking action to maximise the contribution of own area of the business to the companies profitability and growth. Constantly looking for

opportunities to improve business performance and growth; managing business operations to maintain on going competitive advantage; taking business decisions based on cost benefit analysis, business savvy and consideration of organisational restraints and resources.

**Communication** - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

**Customer Focus** – Making customers and their needs a primary focus of one's actions; developing and sustaining positive customer relationships.

**Develop Strategic Client Relationships** - Proactively identifying and developing strategic client relationships; anticipating client requirements; initiating or encouraging action which meets or exceeds client expectations; using appropriate interpersonal styles and methods to ensure on going client satisfaction.

**Management Disposition** - Demonstrating the quality, traits and attributes that contribute to effectively relate to and identify with peers, and superiors; convey an image that is consistent with the role of management in RailCorp.

**Managing Individual Performance** - Maximising the individual's ability to meet goals and objectives by clarifying performance requirements; facilitating input; setting performance expectations; effectively delegating responsibility; providing support, feedback and coaching to achieve performance goals.

**Monitor the Safety System** - Being aware of conditions that effect employee safety in the infrastructure environment; having systems and processes in place to ensure safety systems are constantly monitored for effectiveness.

**Negotiation** - Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

**Operational Decision Making** - Relating and comparing data on day to day effectiveness from different sources; establishing goals and requirements that reflect organisational objectives and values; committing to a course of action after developing alternatives based on logical assumptions and factual information taking into consideration organisational constraints and values.

## **KNOWLEDGE/EXPERIENCE REQUIREMENTS for effective performance**

- Tertiary qualifications in Project Management, or Engineering, preferably Civil Electrical/Signals or Structures; Building/Architecture/Project Management or a relevant discipline or minimum 5 years equivalent experience;
- Demonstrated ability to manage and deliver major or minor projects of a single or multi disciplined nature.
- Excellent written and oral communication skills;
- Experience working in a team environment;

- Developed client relationship and negotiation skills.
- Experience with project management tools and contract administration and negotiation procedures incorporating Integration Management, Scope Management, Time Management, Cost management, Quality Management, HR Management, Communications Management, Risk Management, Procurement Management, Financial Management and Contract Administration and Management.
- Knowledge and understanding of business objectives, policies and procedures for project management and those relevant to HR, safety, the environment and finance on projects or similar experience.