



## **POSITION DESCRIPTION**

**TITLE:** Project Engineer

**LEVEL:** Operational

**BUSINESS GROUP:** Renewals

**RAIL SAFETY STATUS:** Rail Safety Worker

## **PRIMARY ACCOUNTABILITY:**

Prepare detailed Project Plans for the works program delivery within a defined functional field and deliver the functional works program in accordance with the Project Plans to ensure project objectives are achieved and projects are delivered in accordance with agreed scope, timeframe, budget, quality and safety standards.

## **SAFETY ACCOUNTABILITIES:**

- Manage the operation of the business and its people to ensure compliance with corporation standards, Network Rules and legislation.
- Actively enforce OH&S policy and procedures to ensure compliance with OH&S and Injury Management legislation and promote the development of a safe working culture.
- Actively promote and implement the Safety Management System in compliance with the Rail Safety Act to ensure a safe and reliable network.
- Implement the Renewals Division safety plan to address identified local risks and alignment with the corporate safety strategy.

## **ACCOUNTABILITIES:**

- Produce detailed Project Plans for all designated projects in the agreed Annual Works Plan to facilitate successful project delivery.
- Consult with stakeholders to develop the detailed scope of works (including project specific deliverables) to enable planning, estimating and scheduling.
- Liaise with subject matter experts to develop work methodology, resource requirements, time schedule, cost estimates and risk analyses to produce project plans.
- Oversee all necessary project documentation (including safety, environmental and quality plans, estimates and schedules) to ensure planning in accordance with policies and standards.
- Identify and resolve issues associated with project planning (including technical problems) to deliver quality project plans.
- Contribute to Project Plan development, review completed plans and approve them as the basis for project delivery.
- Implement the Project Plans to deliver designated projects contained in the Annual Works Plan.
- Monitor and report monthly to stakeholders on project delivery against the Project Plan (including progress against scope, schedule performance, quality, cost, earned value, estimates and forecasts to completion) to ensure all project requirements are met.
- Manage all project delivery resources (including labour, plant, material and subcontractors) to ensure all project requirements are met.

- Hand over completed works to stakeholders and obtain their acceptance to ensure works are completed and satisfy client requirements.
- Provide feedback to stakeholders on Project Plan improvements to ensure the delivery of safe and reliable infrastructure.
- Manage variations measured against baseline to ensure flexibility and the achievement of project objectives and client requirements.
- Maintain project files and documentation to ensure accurate record keeping.
- Prepare post completion report to ensure closure of project.
- Provide feedback of works completed to assessment system to monitor asset condition.
- Actively engage in fair and equitable workplace practices and behaviours to ensure discrimination free workplace in accordance with legislative requirements.
- Implement adherence to the environmental policy and procedures in order to minimise the negative impact of the corporation on the environment.

## COMPETENCIES:

**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.

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

**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.

**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.

**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/or Asset Management Plan (AMP).

**KNOWLEDGE/EXPERIENCE REQUIREMENTS:**

- Proven ability to meet the above Planning and Delivery accountabilities for major projects.
- Knowledge and understanding of corporation objectives, policies, and procedures for project management and others relevant policies and procedures.
- Tertiary qualifications in Engineering or a relevant discipline or equivalent 5 years experience.
- PO1 safeworking certification (within three months of appointment)