

JOB DESCRIPTION

PROJECT MANAGER & SENIOR PROJECT MANAGER (PO3 & Above)

Transport Services Division



organisation overview

The Department for Transport, Energy and Infrastructure (DTEI) serves the South Australian community by enabling the safe and efficient movement of people and freight across the state and facilitating development of the State's infrastructure, in accordance with the State Strategic Plan and State Infrastructure Plan.

projects overview

The South Australian Government has announced major initiatives to improve the efficiency, safety and sustainability of the Adelaide metropolitan transport system. The implementation of the Departments program is organised into projects of varying scale and complexity.

Adelaide's Rail Revitalization will transform the metropolitan passenger rail network by delivering a number of rail projects including:

- > Electrification of the Gawler, Outer Harbor and Noarlunga rail lines, re-sleepering and gauge conversion of the entire metropolitan passenger rail network
- > Major interchange, train station & Park 'n' Ride infrastructure upgrades
- > Extension of the tramline to Port Road (Entertainment Centre)
- > Construction of new light rail links to West Lakes, Semaphore & Port Adelaide.

Major Road projects are targeted at improving freight efficiency and reducing urban congestion. Project types are major freeways, local roadways and arterials, commuter rail, light rail.

- > Improved freight access to the Port of Adelaide. Current projects include Port River Expressway, Northern Expressway, & Sturt Highway duplication.
- > Upgrading Adelaide's North-South transport corridor. Current projects include grade separations on South Road at Anzac Highway, the Glenelg Tramway, Sturt Road and Wingfield.

There are a range of opportunities available in the planning and delivery of these projects as well as in maintaining the State's regular road and rail programs. A continuing program to improve safety in all areas of the transport system across the State compliments these developments.

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position overview

Several Project Manager positions are available. The Project Manager or Senior Project Manager, either individually or as part of a larger team, is responsible for scope development, management and performance of the project or sub-project to meet project goals and objectives. The position reports to the Project Director on large projects, or direct to Project Sponsor for smaller projects.

Must be capable of managing projects in the range of \$1 - \$20 million.

key outcomes

- > Defines project milestones and devises methods to accomplish them. Identifies key project opportunities and risks, and implements mitigation plans.
- > Plans, directs, supervises, and controls the execution of all business, technical, fiscal, and administrative functions of the assigned project or subproject. Assigns responsibility for executing project plans to key staff, and provides input to performance reviews and development plans for subordinates.
- > Works with other managers, project engineers, and discipline leaders to develop budgets, schedules, and plans for the various project elements. Ensures that the project meets or exceeds goals established in these plans.
- > Promotes technical and commercial excellence on the project through application of Quality Assurance processes.
- > Monitors and reports to management on the progress of all project activity, including significant milestones, and any issues and risks which could affect project cost or schedule.

special conditions

- > Out of hours work will be required & intra/interstate travel including overnight absences may be required.
- > A current Drivers Licence is essential.

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selection criteria

qualifications

essential

- > Professional engineer or relevant tertiary qualification

experience/knowledge/skills

- > Significant experience in the delivery of civil engineering projects, desirably including road, rail, or light rail.
- > Knowledge and experience in the use of AS2124 and AS4300 General Conditions of Contract
- > Sound to comprehensive knowledge of project management principles and processes and a proven ability to:
 - *build and lead multi-disciplinary project teams (including professional and technical sources, technical specialists and consultants) and encourage team cooperation*
 - *integrate the technical, environmental and human relationship aspects of projects and balance conflicting requirements*
 - *plan, program and coordinate work, manage risk and make informed decisions regarding project delivery*
 - *estimate, budget and manage the financial aspects of projects*
 - *develop and implement appropriate procurement strategies*
- > Highly effective interpersonal and communication skills, both written and verbal, with proven ability to identify and respond effectively to the requirements of the customer, resolve conflict with tact and diplomacy and consult, liaise, negotiate with a broad range of people, internal and external to the government at all levels.
- > For higher level Project Managers, demonstrated experience in providing strong professional leadership, and significant experience in providing authoritative advice and specialist consultation services, including interpreting and administering legislative requirements.

For further information, please contact Ms Lynne Franks (08) 8343 2608

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