

## POSITION DETAILS

<b>POSITION TITLE</b>	<b>Senior Estimator</b>
<b>DIRECTORATE</b>	Engineering and Maintenance
<b>DIVISION</b>	Major Works Division
<b>REPORTS TO</b>	Estimating Manager
<b>POSITION NUMBER</b>	50058090
<b>CLASSIFICATION</b>	RC07
<b>KIND OF EMPLOYMENT</b>	Permanent Full time
<b>HEALTH ASSESSMENT CATEGORY</b>	Category 4
<b>ANZSCO CODE</b>	312114
<b>PCAT CODE</b>	3119192
<b>JOB CODE</b>	81000301
<b>DATE APPROVED</b>	November 2019
<b>AGENCY WEBSITE</b>	<a href="http://sydneytrains.nsw.gov.au">sydneytrains.nsw.gov.au</a>

## PRIMARY PURPOSE

The Senior Estimator manages the delivery of the Division's cost estimating capability for Major Works, which includes development across the project and planning lifecycle.

The role provides expert advice and technical solutions including estimates, cost planning, budgets, and estimating assurance for complex projects and programs. The senior estimator is an authority on the overall process of estimating and provides an oversight, support and assurance role across delivery groups.

## ORGANISATIONAL ENVIRONMENT

Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organization is focused on providing sustainable, efficient and cost effective services

## KEY ACCOUNTABILITIES

- Provide leadership support to project and program managers and mentoring and coaching to fellow Estimators to ensure quality and consistency of estimating undertaken by Major Work's programs and projects.
- Support the continuous improvement of estimating processes and positive and ethical behaviours in Major Works Division to consistently deliver efficiency and set a platform for increased commerciality.
- Accountable for developing, documenting and implementing project specific Estimating Protocols for large projects and programs and ongoing expert advice during project delivery
- Lead the development and implementation of analysis of cost risk for Major Works' programs and projects including contingency management.
- Lead and manage workshops with diverse stakeholders to drive implementation of estimation, cost and risk management accountabilities.

- Support the provision of estimating and estimate review support for key external packages and commercial arrangements.
- Develop estimating plans and basis of estimation for AWP and other Sydney Trains and TfNSW projects and programs as necessary.
- Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains safety management system requirements which are defined in SMS document number SMS-02-RG-3058.

## KEY RELATIONSHIPS

### INTERNAL – across/within Sydney Trains

#### MAIN CONTACT and PURPOSE

Key relationship across the Major Works Division include:

- **Associate Director, Program Planning & Development**– to provide updates and insights on scope/estimating progress and identify key risks, challenges and questions to support decisions by Major Works' Senior Leaders
- **Commercial & Supply Chain**– for the ongoing development and management of cost and unit rates, and commercial decision making and financial sustainability

Key relationships across Sydney Trains include:

- **Asset Management Division** – collaborates in the scope and estimate development of the annual work process and maintains a positive relations working relationship.
- **Engineering & Systems Integrity Division** – engages E&SI in development of scoping and design estimates (as required depending on the size, scope, and complexity of the project).
- **Project Engineering Services** via Leads (indirectly)

### EXTERNAL – outside of Sydney Trains

#### MAIN CONTACT and PURPOSE

- **External Engineers and Designers** - for discussing project specifications, where design is delivered externally

## DECISION MAKING

The position is accountable for ethical decisions regarding leadership of scheduling and planning for projects, with leadership and support from the Associate Director Program Planning & Development.

The position is fully accountable for the formulation of advice and coordination across all operational objectives. Independent decision making requirements of the position include:

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- Estimating and cost planning
- Estimating tools and software
- Cost Risk Management

Collaborative decision making requirements of the position include:

- Project Management
- Project scoping and development
- Project planning and staging
- Safety, Environment and Quality planning
- Procurement / RFT process

## CHALLENGES

- Ensuring all agreed projects are estimated and budgeted to expected standards and requirements given the number of projects that need to be delivered and the size and complexity of each project/program, and the balancing of internal and external resources

- Providing technically accurate solutions and advice given the range of variables that need to be considered and the need to ensure estimates and costings are based on value for money, quality and consistency
- Leading and driving the development and implementation of estimate, cost and risk management outcomes between diverse stakeholders and clients
- Supporting transformational change given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change
- Informing planning with accurate, up to date and relevant data from across different programs and projects
- Maintaining cost and unit rates across various works, activities, projects and programs
- Maintaining strong, ethical and impartial relationships with Program/ Project Managers and Planning and Delivery teams to ensure consistency and reliability in cost estimates and project and program budget and providing reporting and to drive financial sustainability.

## POSITION IMPACT

DIRECT REPORTS:	Nil
BUDGET (CapEx/Salary):	Nil

## SELECTION CRITERIA

- Tertiary Qualifications in Engineering, Quantity Surveying, relevant discipline or equivalent experience in similar position within a comparable public or private sector organisation
- Proven experience in providing a diverse range of estimating and cost control services, preferably gained in a construction or engineering environment (preferably rail), and the ability to apply these across multiple project/programs of work.
- Extensive experience in estimating, cost and risk management methodologies, managing stakeholders and diverse inputs with a knowledge of project delivery standards, practices, and methodologies
- Proficient skills and experience with current software programs including estimating packages, spreadsheet, project management, presentations and communications.
- Extensive understanding in the application of risk management across the project and asset management lifecycles and demonstrated ability to lead risk management and analysis in a cost planning context.
- Proven planning, problem solving and analytical skills with the ability to work through issues with high complexity and guide and/or coach others in the resolution of problems
- Excellent communication and interpersonal skills, including demonstrated facilitation and presentation skills, to engage, influence, build and maintain ethical relationships with a wide variety of senior stakeholders and to coach and mentor team members
- Demonstrated ability to work as a member of a team in alignment with the organisation's values and vision

## PERFORMANCE STANDARDS

Dimension	Performance Level
SAFETY	<ul style="list-style-type: none"> <li>• Personal ownership of safety demonstrated through proactive risk based decision making</li> <li>• Role model for visible leadership and appropriate safety behaviours</li> <li>• Safety improvement goals and Division safety programs (e.g., Target Zero) understood and implemented with measurable impact</li> <li>• Safety strategy translated and improvements realised through regular communication and interactions with safety advisors/ reps and coaching in safety leadership</li> <li>• Safety management system and procedures in place and followed and barriers to safe working</li> </ul>

	environment removed
<b>CUSTOMER</b>	<ul style="list-style-type: none"> <li>• Effective and ethical working relationships with stakeholders to deliver enhanced customer experience</li> <li>• Customer outcomes achieved through teamwork and quality</li> <li>• Delivery of operating plan enable timeliness, information, passenger safety and cleanliness for customers</li> <li>• Reliable and timely information to drive improved customer satisfaction</li> </ul>
<b>FINANCIAL</b>	<ul style="list-style-type: none"> <li>• Work delivered within or below budget and in alignment with the organisation's financial sustainability strategy</li> <li>• Priorities identified, cascaded and delivered</li> <li>• Cost savings, efficiency and productivity maximised and improved year on year</li> <li>• Budget trade off decisions made and resources allocated to enable delivery of plan</li> <li>• Reliable information produced by using financial processes and systems</li> <li>• Operational discipline achieved through lean management principles</li> <li>• Effective working relationships with suppliers developed and maintained to ensure quality and service standards are met</li> </ul>
<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Organisational changes approached with integrity and resilience</li> <li>• Demonstrated behaviour consistent with team and organisational values – “walk the talk”</li> <li>• Clear targets aligned to Sydney Trains and Major Works Division's strategy are set and communicated so that team members feel engaged and motivated others</li> <li>• Hard decisions made and solutions facilitated promptly</li> <li>• Cross-Division collaboration achieved through process integration and performance</li> <li>• Frontline leaders supported (development plans) and held accountable for leadership performance of their teams</li> <li>• Monthly one-on-one coaching conducted with direct reports led to enhance performance and achievement of change agenda</li> <li>• Ready-now successor in place and bench strength improved</li> <li>• Effective stakeholders relationships proactively built and utilised to communicate information upwards, sideways, downward and outward</li> </ul>

## BEHAVIOURS

Critical behaviours	Behaviour Statement
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>• Schedule time in your diary to have constructive safety discussions and coaching with the team.</li> <li>• Express your belief that all incidents are preventable and that the safety of our team mates, our customers and the greater community is our highest priority.</li> <li>• Regularly visit worksites recognized as high risk.</li> </ul>
<b>PRIDE</b>	<ul style="list-style-type: none"> <li>• Share personal stories about what makes you proud to work here</li> <li>• Identify and spread the word about team successes across businesses</li> <li>• Regularly share your passion and enthusiasm for being part of the railway family</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Support effective and ethical decision-making by empowering and resourcing others to act in line with the organisation's Vision</li> <li>• Give yourself and others room to grow by being patient and accepting that they may make mistakes</li> <li>• When they do, take the opportunity to learn from mistakes to better prepare for the future</li> </ul>
<b>COLLABORATION</b>	<ul style="list-style-type: none"> <li>• Engage in regular, two-way and face to face communication, offering your full attention</li> <li>• Be seen within your team in the support of and , actively promoting teamwork across the organisation</li> <li>• Encourage and support information sharing through good record management practices.</li> </ul>
<b>EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Seek out formal and informal opportunities that will contribute to the development of yourself, the team and the business</li> <li>• Review external examples of best practice and encourage innovation by taking time to listen and respond to feedback and innovative ideas</li> </ul>