

POSITION DETAILS

POSITION TITLE	Commissioning Manager (Electrical)
DIRECTORATE	Maintenance Directorate
DIVISION	Major Works Division
REPORTS TO	Test and Commissioning Manager
POSITION NUMBER	various
CLASSIFICATION	RC07
HEALTH ASSESSMENT CATEGORY	HAC: Category 1 Vision: Normal Hearing: Noise
ANZSCO CODE	233311
PCAT CODE	1119192
JOB CODE	81000358
APPROVED BY	HR
DATE APPROVED	April 2018

PRIMARY PURPOSE

- To ensure the management of the electrical commissioning programme of work to a suitable outcome.
- Provides expert engineering advice and assistance to colleagues on verification and validation processes (e.g. inspect, test and commission) for electrical works.
- Manage resources to ensure new and altered electrical works are inspected, tested and commissioned in accordance with approved design, applicable standards and procedures.
- Plan and co-ordinate the training, development, coaching and mentoring of staff to ensure the resource availability of suitably qualified and competent staff to inspect, test and commission electrical works.

ORGANISATIONAL ENVIRONMENT

Sydney Trains has approximately 10000 staff 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 organisation is focused on providing sustainable, efficient and cost effective services.

Sydney Trains has a 'make it happen' culture where each individual accepts both a personal and shared responsibility for being innovative, for making a difference and for developing organisational capability.

Joining Sydney Trains presents an exciting opportunity to shape the future of rail services in Sydney and make a genuine difference for the people of NSW by providing the rail system they deserve.

KEY ACCOUNTABILITIES

1. 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.
2. Ensure that staff are competent and confident to perform their role and provide effective coaching and leadership to maintain high standards of staff performance and support succession planning. Take appropriate action to correct poor performance of staff.

Capability Development

Understand the competency set required for each individual and the team as a whole
 Articulating the competency standards and performance levels of individuals and the team as a whole
 Implement capability delivery solutions within own team once finalised
 Comply with skills and competency audit requirements and undertake role based Skills and Competency evaluation and assessment
 Provide staff as required by the Service Provider

Monitoring, Reporting and Evaluation

Monitor capability solutions for desired effect and impact on individual and the team as a whole
 Operate within the new governance model and continue with business as usual activities as required
 Meet with senior management and the service provider and communicate regularly as to the progress of capability development deliverables
 Ensure the coordination of Competency Assurance assessments and related activities meet operating requirements and are in accordance with regulations, standards and assessment cycles
 Ensure compliance with competency standards
 Raise any risks and issues with the Service Provider and monitor resolution
 Ensure that reports are provided to senior Management when issues arise or there is a deviation from the agreed schedule
 Maintain accurate data and record keeping, validation and quality checking
 Make alternative solution recommendations if current significant initiatives have a negative effect on the business,
 Ensure compliance with risk based development needs analysis
 Translate capability solutions into 'on the job' team performance improvement – ensure that capability solutions are applied on the job
 Report and evaluate service provider delivery as required
 Provide input as required to determine that the stated deliverables, outcomes and requirements of the Service Provider are delivered and carried out to the highest standard of quality, efficiency, effectiveness, on time and to budget

Performance Management and Development

Lead, coach, support and performance manage the team to achieve results
 Translate capability solutions into 'on the job' team performance and improvement
 Lead regular development needs analysis as required for teams
 Promote high performance teams and a high performance and accountable culture
 Prioritise the addressing of capability requirements
 Monitor effectiveness, (competence and confidence) of employees post training and assessment

3. Promote high performance teams and a high performance and accountable culture by utilising Visual Management Cells (VMC's) Balanced Score Cards and Sydney Trains Development Tools
4. Provide technical engineering advice on Maintenance, Major Periodic Maintenance and Construction Works conducted on the Electrical network to ensure the work is completed according to plan, meets technical, quality, verification and validation standards.
5. Provide technical advice and direct employees regarding electrical testing and commissioning methods to ensure delivery meets required standards.
6. Manage and facilitate the delivery of effective and efficient inspection, testing and commissioning activities for electrical works.
7. Liaise with Project Managers, asset owners, interface managers, design managers and 3rd party contractors on project specifications and schedules, to establish a shared understanding of project scope, budget, success indicators, quality, environmental, technical and safety standards.
8. Maintain an awareness of Sydney Trains HR and SEQR policies and procedures to minimise the negative impacts on the business.
9. Actively engage in fair and equitable workplace practices and behaviours to ensure discrimination free workplace in accordance with legislative requirements.
10. Manage resources to develop commissioning activity schedules, commissioning management plans, commissioning event plans and inspection and test plans, whilst ensuring they are completed to time, cost and quality, technical and safety standards.
11. Report to the Project/Asset/Interface Managers on the status and performance of projects as required.
12. Lead, direct, mentor and coach a commissioning team by communicating goals and advising on technical and safety issues to facilitate the achievement of the commissioning objectives and employee development.

13. Audit the reviewed and approved inspection, testing and commissioning plans for compliance to verification and validation process, standards, quality and agreed project scope.
14. Monitor, evaluate and mentor the, Test & Commissioning Delivery Team's performance by conducting regular reviews against relevant indicators, identifying and providing direction on implementing problem solving measures and recovery plans.
15. Propose reliable, safe and efficient construction and commissioning solutions to achieve agreed design commitments and objectives.
16. Manage resources to review contractors' inspection and test plans, programs and packages before endorsing them for use to ensure they are safe and appropriate.

KEY RELATIONSHIPS

INTERNAL – across/within Sydney Trains

MAIN CONTACT and PURPOSE

- Principal Engineers
- Manager Electrical Programs
- Service Managers
- Commissioning Managers
- Program Managers
- Project Managers
- Project Engineers
- Senior Project Engineers
- Works and Site Managers
- Workforce and competency team
- Team Leaders
- Network Engineers
- Liaise with the contracts to ensure installation and inspection test plans programs and packages are produced, and equipment tested and commissioned.

EXTERNAL – outside of Sydney Trains

MAIN CONTACT and PURPOSE

- Infrastructure and Services - *Liaise to undertake test and commissioning Sydney Trains scope for major external works*
- Asset Standards Authority - *Input into standards and compliance / non compliance*
- Design AEO – *Liaise to assist with the development of electrical design packages.*

DECISION MAKING

The position is fully accountable for the formulation of advice and coordination across all operational objectives.

Independent decision making requirements of the position include:

- Compliance to electrical standards for commissioning of new and altered works or approved concessions in place.
- Initiating and recommending design variations, changes
- Review of the inspection, test and commissioning plans for accuracy and completeness.
- Risk assessment to determine if the commissioning and entry into service proceeds when works do not meet requirements.

Collaborative decision making requirements of the position include:

- Programming of testing and commissioning dates.
- Programming of resources for testing and commissioning.

CHALLENGES

- Ensuring the standard of workmanship and materials meets the electrical standards.
- Ensuring that the required testing and commissioning events are sufficiently integrated into the project programme to ensure assurance activities are completed and project outcomes able to be delivered in the allocated timeframe.
- Ensuring the application of all electrical safety procedures and licencing requirements during commissioning.
- Will need to work out of ordinary hours to commission new and altered works (majority of commissionings are out of hours).
- Meeting timeframes and programme for the project milestones and commissioning activities.
- Delivery of multiple and geographically diverse commissionings.

POSITION IMPACT

DIRECT REPORTS:	5 to 9 team members
BUDGET (CapEx/Salary):	\$100,000 Commissioning Budget

SELECTION CRITERIA

- Qualifications in an Electrical Engineering discipline or equivalent commensurate experience.
- Detailed knowledge and demonstrated experience in the application of Electrical Construction and Commissioning Standards, Specifications and Guidelines
- Substantial demonstrated experience working as a commissioning engineer/manager on major electrical projects, preferably in an operational rail environment"
- Demonstrated experience in project management support, such as developing estimates, preparing schedules, managing budgets and cost, planning resources, project controls and status reporting and managing quality .
- Substantial experience in managing electrical maintenance and construction works, including test, inspection and commissioning processes in the rail environment.
- Superior knowledge and understanding of rail operations to enable the production and implementation of electrical test, inspection, staging and commissioning plans.
- Demonstrated experience in coordinating all aspects of electrical construction projects from concept to completion, including the integration of the inspection, testing and commissioning requirements.
- Detailed knowledge of the Sydney Trains electrical network and Electrical Network Safety rules with demonstrated extensive experience in co-ordinating all aspects of electrical test and commissioning projects from concept to completion.
- Proven ability in leading a commissioning team, including the development of capability, coaching and mentoring requirements of the team coaching to others in the electrical discipline to meet the commissioning outcomes.

DESIRABLE CRITERIA

- Proven extensive experience as Authorised Officer Substations or Officer Mains with substantial demonstrated experience working as Commissioning Engineer within major electrical projects

PERFORMANCE STANDARDS

Dimension	Performance Level
SAFETY	<ul style="list-style-type: none"> Personal ownership of safety demonstrated through proactive risk based decision making Safety management system and procedures in place and followed and barriers to safe working environment removed
CUSTOMER	<ul style="list-style-type: none"> Effective working relationships with stakeholders enhanced customer experience Customer outcomes achieved through teamwork and quality Reliable and timely information improved customer satisfaction
FINANCIAL	<ul style="list-style-type: none"> Priorities identified, communicated & delivered Cost savings, efficiency and productivity maximised and improved year on year Operational discipline achieved through lean management principles Effective working relationships with suppliers ensured quality and service standards met
LEADERSHIP	<ul style="list-style-type: none"> Organisational changes approached with integrity and resilience Set & communicated clear targets aligned to strategy that motivated & engaged others Hard decisions made and solutions facilitated promptly Cross-Division collaboration achieved process integration and performance Ready-now successor in place and bench strength improved Effective stakeholders relationships proactively built and utilised to communicate information upwards, sideways, downward and outward

BEHAVIOURS

Critical behaviours	Behaviour Statement
SAFETY	<ul style="list-style-type: none"> Schedule time in your diary to have constructive safety discussions and coaching with the team. 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. Regularly visit worksites recognized as high risk.
PRIDE	<ul style="list-style-type: none"> Share personal stories about what makes you proud to work here Identify and spread the word about team successes across businesses Regularly share your passion and enthusiasm for being part of the railway family
ACCOUNTABILITY	<ul style="list-style-type: none"> Own your actions and deliver on time Support effective decision-making by empowering and resourcing others to act in line with the organisation's Vision
COLLABORATION	<ul style="list-style-type: none"> Engage in regular, two-way and face to face communication, offering your full attention Be seen within your and other Divisions, actively promoting teamwork across the organisation Encourage and support information sharing
EXCELLENCE	<ul style="list-style-type: none"> Share personal stories about what makes you proud to work here Identify and spread the word about team successes across businesses Regularly share your passion and enthusiasm for being part of the railway family