

# Role Description

## Scheduler



Transport  
for NSW

Cluster	Transport for NSW
Agency	Transport
Division/Branch/Unit	Infrastructure and Place/Finance and Commercial/Project Controls Group
Location	Various
Classification/Grade/Band	TSSM
Role Number	Various
ANZSCO Code	511112
PCAT Code	2111192
Date of Approval	May 2020
Agency Website	<a href="http://www.rms.nsw.gov.au/">http://www.rms.nsw.gov.au/</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Infrastructure and Place

We are a trusted partner to our clients, developing and delivering smart, integrated and sustainable infrastructure and places that are valued by our customers and communities.

### Primary purpose of the role

The Scheduler coordinates a schedule for the Project Office's portfolio of projects in order to support reporting, decision making and the appropriate allocation of resources between projects to ensure the timely achievement of key milestones and the successful delivery of projects on time and within budget.

### Key accountabilities

- Developing program portfolio schedules, cross-examine contractor's project progress claims and add to program portfolio schedule.
- Working collaboratively with the Director Project Controls to review impacts, test scenarios and develop solutions for scheduling demands.

- Working collaboratively with Scheduling Systems Manager to ensure schedules align with business requirements and reporting.
- Conducting risk control activities around schedule and mitigation strategies to manage slippage.
- Monitoring actual progress against an agreed contract baseline plan, resource requirements and allocation for each project and program and assess against the achievement of key milestones.
- Providing reports to key stakeholders and contribute to reporting of resource availability and allocation across projects and programs.
- Developing robust project plans, provide schedule support and analysis to projects and communicate any scheduling issues and appropriate resolutions.
- Working collaboratively with project managers to ensure each project has sufficient level of detail, a critical path and resources are allocated accordingly.
- Proactively and regularly challenge schedules to ensure they represent best practice, are achievable and offer the best value for money.
- Working collaboratively with the Director Project Controls, Project Accountant and the project office to ensure the appropriate levels of risk and contingency are allocated to project activities and are managed and released.

## Key challenges

- Developing and coordinating project and program schedules to ensure a single source of truth.
- Proactively keeping abreast of potential scheduling issues, formulate advice and recommendations based on expertise, options and implications.
- Ensure a continuous improvement philosophy by encouraging innovation and best practice in project planning and scheduling.

## Key relationships

Who	Why
<b>Internal</b>	
Director Project Controls	<ul style="list-style-type: none"> <li>• Strategy and reporting for Project Controls within the project office</li> <li>• Program and project scheduling or resource availability issue escalation and resolution</li> <li>• Management of master program schedule</li> </ul>
Assurance & Coordination	<ul style="list-style-type: none"> <li>• Ensure project and investment assurance activities and milestones are represented within the schedule</li> </ul>
Program Management Office (PMO) and Program Risk Manager	<ul style="list-style-type: none"> <li>• Ensure that risk and contingency have been correctly allocated to activities within the schedule</li> </ul>
Project Office Senior Project Managers	<ul style="list-style-type: none"> <li>• Coordinate consistency across business processes and operational systems within each program of work.</li> </ul>
<b>External</b>	
Other federal, state and local government agencies	<ul style="list-style-type: none"> <li>• Key interdependencies across the public sector that will enable and support project success.</li> </ul>

## **Role dimensions**

### **Decision making**

This role operates with a high level of autonomy and is expected to determine key operational objectives within the limits of delegated authority. The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

### **Reporting line**

The role reporting lines vary depending on region or location of the role.

### **Direct reports**

The Scheduler has no direct reports but operates in a matrix reporting structure with other Program Schedulers and Scheduling Systems Manager.

### **Budget/Expenditure**

TBC

## **Key knowledge and experience**

- Proven experience in project schedule development and experience with Advanced Project Scheduling using MS Project and Primavera
- Experience working within a matrix management structure where support services are embedded within project office delivery teams.
- Must have proven project scheduling experience.

## **Essential requirements**

- Tertiary qualifications in Engineering or a related discipline, or equivalent experience.





## **Capabilities for the role**

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### **Capability summary**

Below is the full list of capabilities and the level required for this role, the capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	<b>Display Resilience and Courage</b>	<b>Advanced</b>
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 <b>Results</b>	Deliver Results	Advanced
	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 <b>Business Enablers</b>	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Advanced	<ul style="list-style-type: none"> <li>Stay calm and act constructively in highly pressured and unpredictable environments</li> <li>Give frank, honest advice in the face of strong, contrary views</li> <li>Accept criticism of own ideas and respond in a thoughtful and considered way</li> <li>Welcome new challenges and persist in raising and working through novel and difficult issues</li> <li>Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issue</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> <li>Translate technical and complex information concisely for diverse audiences</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Build a culture of respect and understanding across the organisation</li> <li>• Recognise outcomes which resulted from effective collaboration between teams</li> <li>• Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government</li> <li>• Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions</li> </ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>• Influence others with a fair and considered approach and present persuasive counter-arguments</li> <li>• Work towards mutually beneficial win/win outcomes</li> <li>• Show sensitivity and understanding in resolving acute and complex conflicts</li> <li>• Identify key stakeholders and gain their support in advance</li> <li>• Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise</li> <li>• Pre-empt and minimise conflict within the organisation and with external stakeholders</li> </ul>
<b>Results</b> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>• Understand the links between the business unit, organisation and the whole-of-government agenda</li> <li>• Ensure business plan goals are clear and appropriate including contingency provisions</li> <li>• Monitor progress of initiatives and make necessary adjustments</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately</li> <li>• Consider the implications of a wide range of complex issues, and shift business priorities when necessary</li> <li>• Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Communicate the project strategy and its expected benefits to others</li><li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li><li>• Evaluate progress and identify improvements to inform future projects</li></ul>