

# Role Description

## Construction Manager

Cluster	Transport for NSW
Agency	Roads and Maritime Services
Division/Branch/Unit	Motorways/Various
Location	Various
Classification/Grade/Band	TSSM
Role Number	Various
ANZSCO Code	133211
PCAT Code	1229192
Date of Approval	April 2019
Agency Website	<a href="http://www.rms.nsw.gov.au">http://www.rms.nsw.gov.au</a>

### Agency overview

Roads & Maritime Services (Roads and Maritime) was formed on 1 November 2011 with key accountabilities:

- Delivery of new roads and maritime infrastructure to optimise safety and effective & efficient use
- Effective & efficient traffic management and use of the road and maritime network
- Execution of road and maritime safety policies and regulations
- Maintenance of the road and maritime infrastructure to optimise safety, traffic management and asset life.

Roads and Maritime is part of a new integrated transport authority led by Transport for NSW (TfNSW) that aims to create a better transport system, one that is fundamentally designed around the needs and expectations of customers, communities and the economy.

The other delivery focused Transport Agencies include Sydney Trains, NSW Trains and the State Transit Authority. The Private Transport Operators include Private Ferry operators and Private Bus operators.

### Primary purpose of the role

The Construction Manager is responsible for driving best practice construction and project management principles throughout the project, ensuring that a project management framework is consistently applied throughout, so that overall delivery is in line with time, cost and quality requirements.

## Key accountabilities

- Manage the development of project proposals to ensure delivery of outcomes that satisfy customer needs, are compatible with land use development and provide integration across transport modes
- Closely manage each construction phase to ensure that project is delivered to agreed standards, on time and within allocated budgets and to ensure that the project is compliant with the relevant environmental approvals and with any relevant legislation and policy requirements
- Ensure project management framework is implemented and effectively applied across the project to ensure effective delivery
- Collaborate with the relevant internal/external design team(s) to ensure design and specification documents support planning approval, cost planning, contract preparation and award and construction processes
- Manage project resources including the coordination of contracted work to enable the best use of Roads and Maritime resources and contracted resources
- Provide advice to the project team on all Construction/Project Management related matters, guiding and mentoring others to achieve maximum project efficiency
- Provide detailed analysis and reporting throughout the project consulting with contractors, SMEs and other key stakeholders to ensure that appropriate plans are in place to manage risk
- Manage project resources to ensure sound financial, technological and governance management, including budgeting, reporting and control

## Key challenges

- Balancing competing pressures on project scope, performance, cost, program and risk while meeting key stakeholder expectations and ensuring that all activities are underpinned by evidence based decisions to achieve sound outcomes
- Keeping abreast of current and emerging best practice, changes in legislation, and technology that affect road design operations and implementing relevant policy and standards to meet these challenges
- Managing several different stakeholders in a dynamic, ever-changing environment to efficient delivery of a design that is innovative and effective

## Key relationships

Who	Why
<b>Internal</b>	
Project Management Office	<ul style="list-style-type: none"> <li>• Critical to successful delivery of project controls, financial support, enablers to support project development and delivery and technical experts.</li> </ul>
Senior Project Manager/Project Manager	<ul style="list-style-type: none"> <li>• Provide guidance and leadership throughout the project</li> </ul>
<b>External</b>	
Contractors	<ul style="list-style-type: none"> <li>• Manage and monitor to ensure effective project delivery</li> </ul>

## Role dimensions

### Decision making

The Construction Manager is accountable for own decision making within agreed role scope. For more complex issues, decision making will be made in conjunction with line manager and other senior members of the project team.

### Reporting line

TBA

### Direct reports

TBA

### Budget/Expenditure

TBA

## Essential requirements



- Degree qualifications in engineering or a related discipline from an Australian University or equivalent
- Demonstrated project management skills and experience and sound knowledge in the development, implementation in the delivery of large complex road and tunnel infrastructure
- Demonstrated experience in or sound knowledge of the development, implementation and commissioning of operations and management control systems
- Proven experience within a large complex organisation with sound knowledge of infrastructure development and delivery in the transport industry
- Sound infrastructure project planning expertise with a record of success in dealing with Government agencies involved in planning approval and statutory processes
- A current and valid Australian Drivers Licence is required.

## 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>Display Resilience and Courage</b>	<b>Advanced</b>
	Act with Integrity	Adept
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Intermediate
	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	<b>Highly Advanced</b>
	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Advanced
	<b>Think and Solve Problems</b>	<b>Highly Advanced</b>
	Demonstrate Accountability	Advanced
	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Advanced
	<b>Project Management</b>	<b>Highly Advanced</b>
	Manage and Develop People	Adept
	<b>Inspire Direction and Purpose</b>	<b>Advanced</b>
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Adept

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral 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 issues</li> </ul>
<b>Personal Attributes</b> Manage Self	Advanced	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Maintain a high level of personal motivation</li> <li>Take the initiative and act in a decisive way</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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> <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> Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> <li>• Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy</li> <li>• Use sound arguments, strong evidence, and expert opinion to influence outcomes</li> <li>• Determine and communicate the organisation's position and bargaining strategy</li> <li>• Represent the organisation in critical negotiations, including those that are cross-jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions</li> <li>• Pre-empt and avoid conflict across organisations and with senior internal and external stakeholders</li> <li>• Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Drive a culture of achievement and acknowledge input of others</li> <li>• Investigate and create opportunities to enhance the achievement of organisational objectives</li> <li>• Make sure others understand that on-time and on-budget results are required and how overall success is defined</li> <li>• Control output of business unit to ensure government outcomes are achieved within budget</li> <li>• Progress organisational priorities and ensure effective acquisition and use of resources</li> <li>• Seek and apply the expertise of key individuals to achieve organisational outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"> <li>• Establish and promote a culture which encourages initiative and emphasises the value of continuous improvement</li> <li>• Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues</li> <li>• Identify and evaluate organisation-wide implications when considering proposed solutions to issues</li> <li>• Apply lateral thinking and develop innovative solutions that have long standing, organisationwide impact</li> <li>• Ensure effective governance systems are in place to</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Highly Advanced	<p>guarantee quality analysis, research and reform</p> <ul style="list-style-type: none"> <li>• Implement effective governance processes for acceptance of projects based on sound business cases</li> <li>• Use historical, political and broader context to inform project directions and mitigate risk</li> <li>• Obtain the commitment of key stakeholders to major project strategies, including cross-organisational initiatives, and ensure ongoing communication</li> <li>• Ensure that project risks are managed effectively and appropriate strategies are in place to respond to variance</li> <li>• Implement systems for monitoring and evaluating effective management, expenditure of project budgets and resources, to achieve organisational goals</li> </ul>
<b>People Management</b> Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> <li>• Promote a sense of purpose and enable others to understand the links between government policy and organisational goals</li> <li>• Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them</li> <li>• Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes</li> <li>• Create opportunities for recognising and celebrating high performance at the individual and team level</li> <li>• Work to remove barriers to achievement of goals</li> </ul>