# Role Description
## Deputy Project Manager

| | |
|---|---|
| **Cluster** | Transport |
| **Agency** | Transport for NSW |
| **Division/Branch/Unit** | Infrastructure & Place / Operational Systems / Digital Systems |
| **Location** | Sydney |
| **Classification/Grade/Band** | Grade 8 |
| **Senior Executive Work Level Standards** | Work Contribution Stream: Service/Operational Delivery |
| **Role Number** | TBD |
| **ANZSCO Code** | 511111 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 2019 |
| **Agency Website** | www.transport.nsw.gov.au |
| **Rail Safety Worker** | Yes |

## Agency overview

Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is of a connected roads and public transport network that has higher capacity and gives people the freedom to choose how and when they get around, no matter where they live and work. Right now, we're delivering a $41.5bn program – the largest this nation 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.

## Primary purpose of the role

The primary purpose of the role is to implement project management delivery plans and established project management methodologies in a safe and environmentally responsible manner which will result in the on time, on budget, to scope and safe delivery of infrastructure projects that compliant with management systems, applicable standards and legislation

## Key accountabilities

- Model good leadership to inspire direction and delivery, develop people, and drive change
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Provide  advice and input into project management and project development processes including concept design, planning and planning approval, detailed design, tender, construction, commissioning and transitioning
- Coordinate both on and off-site resources to support successful project delivery

- Implement and maintain currency of Risk Management Plans (RMP), monitoring the completion of and journey towards identified project delivery milestones, including the early identification of potential obstacles to success and possible solutions to avert or mitigate such issues
- Support the development and delivery of change projects in compliance with organisational processes and procedures including the management of tactical change and risks within the project life cycle for allocated schemes
- Monitor the completion of and journey towards identified project delivery milestones, including the early identification of potential obstacles to success and possible solutions to avert or mitigate such issues, providing detailed scheduled and ad hoc reports on issues including project budget and forecast cash flows / milestones from approved project budget, project delivery costs, resourcing requirements and slippage
- Monitor on-site project delivery performance ensuring that activities comply with safety, quality and regulatory/legislative requirements, driving quality , safety and environmental management of projects, influencing behavioural changes as required on site with construction partners and contractors

## Key challenges

- Ensuring that the project meets all milestones and deadlines without compromising on safety and TfNSW values
- Dealing with a diverse range of complex matters and highly conceptual issues, in order to recommend practical solutions, often within limited time frames
- Managing diverse range of stakeholders who have different and often divergent needs and requirements

## Key relationships

| Who | Why |
|---|---|
| **Internal** | |
| Project Manager, Senior Project Manager, Project Management | <ul><li>Escalate issues, keep informed, advise and receive instructions</li><li>Provide regular updates on key projects, issues and priorities</li><li>Participate in meetings to represent work group perspective and share information</li></ul> |
| Work Team | <ul><li>Participate in meetings to represent work group perspective and share information</li><li>Participate in discussions and decisions regarding implementation of innovation and best practice</li></ul> |
| **External** | |
| Other Divisions within TfNSW, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations | <ul><li>Participate in forums, groups to represent agency and share information</li><li>Participate in discussions regarding innovation and best practice</li></ul> |

# Role dimensions

## Decision making

As per the delegations for the role

## Reporting line

This role reports directly to the Project Manager or Senior Project Manager depending on size, nature complexity of the project(s) to which the role is assigned

Direct reports

The Project Officer may report to this role depending on size, nature complexity of the project(s) to which the role is assigned

## Budget/Expenditure

The budget/expenditure allocation for this role is to be confirmed

# Essential requirements

Tertiary qualifications in a Planning, Design, Environmental, Engineering, Construction or Commercial / Business discipline or equivalent experience

This role is identified as a Rail Safety Worker (RSW)

# 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

## 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.

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GOVERNMENT

| NSW Public Sector Capability Framework | | |
|---|---|---|
| **Capability Group** | **Capability Name** | **Level** |
| Personal Attributes | Display Resilience and Courage | Adept |
| | **Act with Integrity** | **Adept** |
| | Manage Self | Intermediate |
| | Value Diversity | Intermediate |
| Relationships | Communicate Effectively | Adept |
| | **Commit to Customer Service** | **Adept** |
| | **Work Collaboratively** | **Adept** |
| | Influence and Negotiate | Intermediate |
| Results | **Deliver Results** | **Adept** |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Adept |
| | **Demonstrate Accountability** | **Adept** |
| Business Enablers | Finance | Intermediate |
| | Technology | Adept |
| | Procurement and Contract Management | Intermediate |
| | **Project Management** | **Adept** |
| People Management | **Manage and Develop People** | **Adept** |
| | Inspire Direction and Purpose | Adept |
| | Optimise Business Outcomes | Intermediate |
| | Manage Reform and Change | Intermediate |

## 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** |
| **Personal Attributes**<br>Act with Integrity | Adept | • Represent the organisation in an honest, ethical and professional way and encourage others to do so<br>• Demonstrate professionalism to support a culture of integrity within the team/unit<br>• Set an example for others to follow and identify and explain ethical issues<br>• Ensure that others understand the legislation and policy |

| Group and Capability | Level | Behavioural Indicators |
|---|---|---|
| | | framework within which they operate |
| | | • Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Relationships**<br>Commit to Customer Service | Adept | • Take responsibility for delivering high quality customer-focused services<br>• Understand customer perspectives and ensure responsiveness to their needs<br>• Identify customer service needs and implement solutions<br>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers<br>• Maintain relationships with key customers in area of expertise<br>• Connect and collaborate with relevant stakeholders within the community |
| **Relationships**<br>Work Collaboratively | Adept | • Encourage a culture of recognising the value of collaboration<br>• Build co-operation and overcome barriers to information sharing and communication across teams/units<br>• Share lessons learned across teams/units<br>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| **Results**<br>Deliver Results | Adept | • Take responsibility for delivering on intended outcomes<br>• Make sure team/unit staff understand expected goals and acknowledge success<br>• Identify resource needs and ensure goals are achieved within budget and deadlines<br>• Identify changed priorities and ensure allocation of resources meets new business needs<br>• Ensure financial implications of changed priorities are explicit and budgeted for<br>• Use own expertise and seek others' expertise to achieve work outcomes |
| **Results**<br>Demonstrate Accountability | Adept | • Assess work outcomes and identify and share learnings to inform future actions<br>• Ensure that actions of self and others are focused on achieving organisational outcomes<br>• Exercise delegations responsibly<br>• Understand and apply high standards of financial probity with public monies and other resources<br>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others<br>• Conduct and report on quality control audits<br>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**<br>Project Management | Adept | • Prepare clear project proposals and define scope and goals in measurable terms |

| Group and Capability | Level | Behavioural Indicators |
|---|---|---|
| | | • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements<br>• Prepare accurate estimates of costs and resources required for more complex projects<br>• Communicate the project strategy and its expected benefits to others<br>• Monitor the completion of project milestones against goals and initiate amendments where necessary<br>• Evaluate progress and identify improvements to inform future projects |
| **People Management**<br>Manage and Develop People | Adept | • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes<br>• Negotiate clear performance standards and monitor progress<br>• Develop team/unit plans that take into account team capability, strengths and opportunities for development<br>• Provide regular constructive feedback to build on strengths and achieve results<br>• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way<br>• Monitor and report on performance of team in line with established performance development frameworks |