

# Role Description

## Network Assurance Lead

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure & Place / Operational Systems / Digital Systems Program
Location	Sydney
Classification/Grade/Band	Grade 9
Role Number	51016463
ANZSCO Code	233215
PCAT Code	1112292
Date of Approval	May 2019
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>
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 administer the Configuration Management and Control process for the TfNSW Transport Network Assurance Committee, Infrastructure and Place and Sydney Trains Configuration Control Boards across the Digital Systems Program, to ensure changes to TfNSW assets are made in accordance with relevant standards.

Digital Systems will enable Sydney's rail network to adopt new generation signalling and control technology. A key ingredient to the success of the program is to ensure the systems are integrated within the wider rail network and transport ways of working for the future.

The role provides leadership, training and guidance, to support the implementation of Configuration Management initiatives through a lens of progressive assurance and continuous improvement within the Digital Systems program.

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### Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers.
- Manage the implementation and compliance of Configuration Control within the Digital Systems Program and review provision of data to provide support to stream leads and to ensure an efficient, effective and consistent process, including consistency of Change Control Requests and supporting evidence.
- Support the development of the Digital Engineering Framework for DSP as the foundation for asset classification in consultation with ST and ASA
- Provide advice on the Authorised Engineering Organisation (AEO) Configuration Management Plan including oversight for the configuration item classification alignment with the Digital Engineering Framework (DEF) requirements.
- Champion Configuration Control within the Digital Systems Program by driving the implementation of a process framework which will result in the development of a strong, effective, efficient, ethical and professional Configuration Control system which has a clear focus on the delivery of planned outcomes, on consistency and on continuous improvement.
- Provide advice on Configuration Control within Digital Systems, including systems, processes, procedures, continuous improvement initiatives, contribution to management plans and provide scheduled and ad hoc reports to management on activities, performance, trends and issues to inform key decision making and appropriate action to take.
- Develop training materials, implement and provide advice on best practice policy, procedures and training to all project-based staff and contractors (including AEOs) on Configuration Change Management requirements, procedures and processes, and their impact on the management of TfNSW assets...

### Key challenges

- Ensuring that all project staff understand and implement the Configuration Control process and that documentation from AEOs are compliant with requirements
- Developing and maintaining strong working relationships with internal and external stakeholders to the project
- Managing the Configuration Control process requirements for IP and ST throughout the system lifecycle
- Ensure CCR submissions are representative of, and satisfy the Systems and Safety Assurance requirements under the AEO Framework
- Ensuring accurate records of Configuration Control Board activities/acceptances

### Key relationships

Who	Why
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Who	Why
<b>Internal</b>	
Asset Manager	Escalate issues, keep informed, advise and receive instructions Provide regular updates on key projects, issues and priorities Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes
System Assurance Manager and System Integrator (AEO)	Provide support from configuration management perspective ensuring the cohesive management of all system artefacts. Build collaborative working relationships Participate in discussions and decisions regarding implementation of innovation and best practice
Configuration Control Boards (Infrastructure and Place and Sydney Trains Configuration Control Board, TfNSW Transport Network Assurance Committee)	Advise, liaise and negotiate to ensure timely and effective resolution of issues in relation to Systems and Safety Assurance Build collaborative working relationships Work effectively across wide range of engineering areas to ensure standards are met
<b>External</b>	
Other divisions in TfNSW, including Sydney Trains and NSW Trains.	Build collaborative working relationships Ensure that Configuration Control activities and outcomes are appropriate and complimentary
Service providers and providers of specialist contracting and consultancy services; government agencies, professional engineers and associations and regulators.	Build collaborative working relationships Ensure that Configuration control activities and outcomes are appropriate and complimentary. Develop an effective commitment to the documentation and compliance with Configuration Control standards.

### Role dimensions

#### Decision Making

As per the delegations for the role.

#### Reporting line

This role reports directly to the Asset Management Lead.

#### Direct Reports

This role has no direct reports.

#### Budget/Expenditure

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

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### Essential Requirements

- A clear knowledge and understanding of the principles of Configuration Control and the application of processes and procedures in a multi-disciplinary project-driven environment in the public sector.
- Tertiary qualification in a relevant discipline or equivalent experience.
- Superior oral and written communication, consultation, problem solving and engagement skills with stakeholders up to executive level.
- An understanding of the complexities of rail infrastructure, the rail operational environment and interfaces relevant to the development of the Program.
- Knowledge of relevant legislation, regulations, rail safety law, rail accreditation, technical standards and codes of practice in a multidisciplinary engineering environment.
- 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](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.

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NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Advanced</b>
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 Engineering	Engineering Professional Knowledge	Level 3
	Creativity and Innovation	Level 3
	Evaluation	Level 3

### 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.

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NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>• Model the highest standards of ethical behaviour and reinforce them in others</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Ensure that others have a working understanding of the legislation and policy framework within which they operate</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> <li>• Act on reported breaches of rules, policies and guidelines</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are</li> </ul>

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Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> <li></li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>Take account of the wider business context when considering options to resolve issues</li> <li>Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Results</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li></li> <li>Design and develop systems to establish and measure accountabilities</li> <li>Ensure accountabilities are exercised in line with government and business goals</li> <li>Exercise due diligence to ensure work health and safety risks are addressed</li> <li>Oversee quality assurance practices</li> <li>Model the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks</li> <li>Incorporate sound risk management principles and strategies into business planning</li> </ul>

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Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts</li> <li>• Access key subject-matter experts' knowledge to inform project plans and directions</li> <li>• Implement effective stakeholder engagement and communications strategy for all stages of projects</li> <li>• Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning</li> <li>• Develop effective strategies to remedy variances from project plans, and minimise impacts</li> <li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals</li> </ul>