

Role Description

Senior Project Manager

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure & Services / Parramatta Light Rail
Location	Parramatta
Classification/Grade/Band	TSSE 1A
Senior Executive Work Level Standards	Professional/Technical/Specialist
Role Number	Various
ANZSCO Code	133111
PCAT Code	1119192
Date of Approval	01 October 2016
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

This role is accountable for the development, delivery and management of large scale complex multiple projects within a program of work within clearly defined scope, quality, time and cost constraints.

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.
- Develop and manage project plans, budgets and risk management plans consistent with the Transport for NSW Corporate Plan, ensuring operational excellence.
- Determine project schedule and activities throughout the project lifecycle, and manage implementation of project plan to meet scope, time, cost, quality and safety requirements

- Develop detailed project budget and forecast cash flows from approved budget, review and recommend for approval for project costs and variations, monitor and control project costs and report on expenditure and address any slippage issues
- Lead change to support both the vision of the business division and the development of customer focused change strategies, programmes, projects and initiatives
- Contribute to procurement requirements, tender assessments and evaluation, manage the administration of the contract, approved proposed variations and manage resolution of contractual disputes
- Facilitate development and approval of project specific quality, safety and environmental requirement, ensuring the compliance with all relevant safety and quality standards
- Develop a strong, effective and efficient professional team through building the capability of each team member to ensure an outcome focused approach in an ethical manner.
- Communicate effectively, develop strong relationships and collaborate with internal and external stakeholders to ensure the effective operation of governance mechanisms

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

Key relationships

Who	Why
Internal	
Program Director; Project Director	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities • Participate in meetings to represent work group perspective and share information
Work Team	<ul style="list-style-type: none"> • Participate in meetings to represent work group perspective and share information • Participate in discussions and decisions regarding implementation of innovation and best practice
External	
Other divisions in TfNSW, Sydney Trains, NSW Trains, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations	<ul style="list-style-type: none"> • Participate in forums, groups to represent agency and share information • Participate in discussions regarding innovation and best practice

Role dimensions

Decision Making

As per the delegations for the role.

Reporting line

This role reports directly to the Project Director along with a multi-level team comprised of Transport for NSW permanent staff, plus seconded, assigned and contracted personnel, professional service contractors and other contracted entities.

Direct Reports

Reporting directly to the Senior Project Manager is a number of positions, such as Project Managers, plus seconded, assigned and contracted personnel, professional service contractors and other contracted entities, which may change from time to time depending on the nature and scope of the project

Budget/Expenditure

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

Essential Requirements

Tertiary qualification 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.

NSW Public Sector Capability Framework

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

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		
Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Act on reported breaches of rules, policies and guidelines Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements Implement systems and processes that underpin high quality research and analysis
Results	Advanced	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Demonstrate Accountability		<ul style="list-style-type: none"> • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks