

Role Description

Project Development Manager



Transport
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Infrastructure and Place / Regional Project Delivery / Project Development
Location	Various
Classification/ Grade/ Band	USS11
Role Number	Various
ANZSCO Code	133211
PCAT Code	1229192
Date of Approval	January 2020
Agency Website	www.transport.nsw.gov.au

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 Project Development Manager is responsible for leading project development phase and delivery of investigations, detailed scoping, concept design, stakeholder consultation and environmental assessment of complex major infrastructure development projects to ensure high quality and effective delivery of projects.

Key accountabilities

- Ensure major infrastructure projects meet Government and Transport for NSW objectives by undertaking detailed project scoping and project development functions in consultation with the Senior Project Development Manager.
- Ensure that appropriate community consultation is undertaken by developing, implementing and managing effective community involvement plans during the development phase of projects.
- Ensure designs meet agreed criteria, benefits and user requirements by preparing effective project scoping and by monitoring the quality of design and other work by professional service contractors or internal service providers.
- Ensure that project resources are procured cost-effectively and that projects are implemented to agreed time, cost and quality and are consistent with operational and maintenance requirements during project development and delivery and by providing regular updates to senior management.
- Facilitate progress and approvals on design, construction and operational matters by liaising and negotiating with other Divisions and branches of Transport for NSW, including government departments and agencies.

Key challenges

- Ensuring that project/contract management principles are consistently applied and strong project governance is in place to manage the relevant complexity and risk profile for each project.
- Working with a wide range of high-level internal and external stakeholders and suppliers to support and facilitate the effective delivery of works and projects to agreed deadlines and milestones to the required standards and targets within budget.

Key relationships

Who	Why
Internal	
Senior Project Development Manager	<ul style="list-style-type: none">• Key relationship manager collaborate to ensure projects are developed in accordance with the Transport for NSW framework and ensure collaboration and coordination across various business units and disciplines together with other key stakeholders, to deliver quality results and outcomes• Escalate complex issues and problems
Director Project Management	<ul style="list-style-type: none">• Collaborate and share information• Escalate and discuss relevant issues
People leaders	<ul style="list-style-type: none">• Maintain strong relationships and provide accurate, quality advice and support
Other Transport for NSW Divisions	<ul style="list-style-type: none">• Liaise and negotiate with key stakeholders to facilitate approvals on design, construction and operational matters
Project Delivery Teams	<ul style="list-style-type: none">• Collaborate to continually improve knowledge, capability, consistency and service delivery of projects
Work Team (Direct /Indirect reports)	<ul style="list-style-type: none">• Manage day to day work and allocate key priorities• Lead, motivate, provide direction and manage performance• Determine work priorities and oversee progress

Who	Why
	<ul style="list-style-type: none"> • Mentor and coach, and provide professional development opportunities • Provide an escalation point for issues or complex decision making
External	
Public and Community – Project Specific	<ul style="list-style-type: none"> • Engage with stakeholder to gather relevant information
Other Government Agencies / Departments, i.e. Department of Planning & Environment	<ul style="list-style-type: none"> • Liaise and negotiate with government departments and agencies to facilitate approvals on design, construction and operational matters
Consultant and Contractors – Project Specific	<ul style="list-style-type: none"> • Guide and supervise as required

Role dimensions

Decision making

The Project Development Manager is accountable for developing road transport infrastructure projects, to time and budget and to deliver the agreed program and project objectives for our customers.

The role is also accountable for ensuring the developed proposals and designs for capital work projects provide high quality, cost effective, safe, reliable and efficient solutions to maximise the use of the existing road network for our customers.

Reporting line

The Project Development Manager reports to the Senior Project Development Manager, who reports in turn to the Director Program Management.

Direct reports

The role will have a variable number of Direct and Indirect Reports

Budget/Expenditure

As per the approved TfNSW Financial Delegations

Essential requirements






- Relevant tertiary qualifications in civil engineering, project management or a related discipline or demonstrated extensive experience in project development.
- Proven project management experience in developing large multi-disciplinary projects, with ability and experience in managing and leading multidisciplinary teams of consultants and staff.
- Strong analytical and conceptual skills with the ability to analyse information and develop solutions to complex problems.
- Proven ability to manage Environmental Assessments and assess road concept designs.
- Demonstrated knowledge and experience in assessing technical aspects of large infrastructure projects.
- Possess a valid Australian motor vehicle drivers licence and be willing to work outside regular working hours and travel on occasion.

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	Adept
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 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	Intermediate
	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	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Act with Integrity		<ul style="list-style-type: none"> professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial win/win outcomes Show sensitivity and understanding in resolving acute and complex conflicts Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise Pre-empt and minimise conflict within the organisation and with external stakeholders
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	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>problems and select the most effective solutions from a range of option</p> <ul style="list-style-type: none"> • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Procurement and Contract Management	Adept	<ul style="list-style-type: none"> • Apply legal, policy and organisational guidelines and procedures in relation to procurement and contract management • Develop well written, well structured procurement documentation that clearly sets out the business requirements • Monitor procurement and contract management processes to ensure they are open, transparent and competitive, and that contract performance is effective • Be aware of procurement and contract management risks, and what actions are expected to mitigate these • Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles • Escalate procurement and contract management issues where required
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

NSW Public Sector Capability Framework

Group and Capability

Level

Behavioural Indicators

- Monitor and report on performance of team in line with established performance development frameworks