

# Role Description

## Senior Project Engineer



Agency	Sydney Trains
Division/Branch/Unit	Future Network Delivery / Sydney Metro
Location	Central
Role Grade or Band	RC06
Kind of Employment	Fixed Term Full Time
Role Number	50058870
ANZSCO Code	111211
PCAT Code	3123792
Job Code	81000324
Health Assessment Category - Safety	Category 3
Vision	Nil
Hearing	Category 3
Date of Approval	October 2015
Agency Website	<a href="http://www.sydneytrains.info">www.sydneytrains.info</a>

### Agency overview

Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

### Future Network Delivery Directorate

Future Network Delivery (FND) is working to deliver extra services and better infrastructure to accommodate future demand across the Sydney Trains network.

This includes parts of the NSW Government's More Trains More Services Program, new timetables, infrastructure upgrades and enabling projects needed to successfully run more train services, the full integration of the Sydney Metro projects into our network and the delivery of the Rail Operations Centre (ROC).

FND provides a single focus on delivery and is collaborating with other Directorates to ensure we are operationally ready to safely run more trains on time for more customers to meet this increased demand.

### Primary purpose of the role

The Senior Project Engineer will provide planning, engineering, and/or site construction support for projects. The role will also provide technical advice to support the successful delivery of projects.

## Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Liaise with clients and key stakeholders to evaluate the principal, technological and systemic requirements to meet the SOW, Functional Specifications and achieve the project requirements including carrying out site surveys and investigations, and communicating with subject matter experts.
- Work with Program/Project Managers and Program Planners on the preliminary and detailed scoping, initial costing, and planning for the project.
- Assist the Program/Project Manager in preparing the PMP and associated project documentation including safety plans, environmental plans, IWP, ITP and quality plans; and project controls set-up to ensure all projects are delivered in accordance with the organisation's policies and standards.
- Analyse drawings and associated design and project documentation for technical accuracy and suitability and coordinate with project teams to ensure assessment of safety in design and constructability reviews coordinating risk management workshops and rail safety reviews
- Participate in the evaluation of tenders with respect to established specifications, ensuring the technical merits of all tenders are carefully assessed in the selection of a suitable tender and establish procurement activities for project specific items that sit outside the Commercial team tender process
- Monitor and report project progress against the project plan including the progress against scope, schedule performance, quality, cost, earned value and estimates to ensure project is delivered to time, cost, safety and quality standards
- Coordinate handover process for completed works to stakeholders including obtaining their acceptance of the works as completed and to their satisfaction and coordinate the management and close out of defects and ensure re-work is captured, measured and reported
- Where project direction is given, undertake the site construction activities, mobilising, constructing and demobilising, maintaining safe work practices to successfully deliver the project objectives
- Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains safety management system requirements which are defined in SMS document number SMS-02-RG-3058

## Key challenges

- Identifying, acquiring and managing all resources required for the delivery of the projects including the labour, plant, material and subcontractors to ensure project requirements are met.
- Balancing work on assigned projects as well as allowing time to advise and mentor Project Engineers

## Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates on key projects, issues and priorities</li> <li>• Provide advice and contribute to decision making</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>Guide, support, coach and mentor team members</li> <li>Work collaboratively to contribute to achieving team outcomes</li> <li>Consult to gather requirements, exchange information, respond to enquiries, report on progress and provide advice as required</li> </ul>
Other Future Network Delivery teams and Sydney Trains directorate stakeholders	<ul style="list-style-type: none"> <li>Provide expert advice on project related issues</li> <li>Report and provide updates on project progress</li> <li>Consult and collaborate to resolve project related issues</li> </ul>
External	
Sydney Metro Delivery Office and other key Government and transport agencies	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships and open channels of communication</li> <li>Exchange information and respond to enquiries (RFIs)</li> </ul>

## Role dimensions

### Decision making

The position is fully accountable for the coordination of project teams, client relationships and for developing engineering solutions to project and engineering related challenges. Independent decision making requirements of the position include:

- Engineering requirements and technical input
- Project coordination

Collaborative decision making requirements of the position include:

- Risk management
- Project planning and reporting
- Budgeting and scope management
- Project management
- Project scoping and development
- Project planning and staging
- Safety, Environment and Quality planning
- Project tracking and reporting
- Operational readiness and project stakeholder management
- Design management
- Procurement / RFT process

### Reporting line

The role reports to the Senior Program Manager

### Direct reports

The role has no direct reports

### Budget/Expenditure

There is no budget/expenditure allocation for the role

## Essential requirements


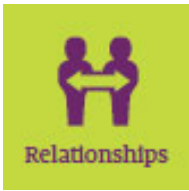


- Tertiary qualifications in Engineering, (Civil, Track, Electrical, Operational Technology, Control Systems, Signalling – delete as appropriate to position) or equivalent related industry experience
- Substantial experience in providing (relevant discipline) engineering advice and support including functional specification development, design coordination, safety in design, constructability reviews, testing and commissioning and applying engineering quality
- Demonstrated experience in the successful implementation of relevant standards such as Australian Engineering and Technical standards.

## 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
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Adept</b>

## 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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</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	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>