

# Role Description

## Manager Engineering Assurance



Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Sydney Metro Delivery Office / Metro Product & Integration
Location	Macquarie Park and other site locations
Classification/Grade/Band	Grade 9
Role Number	51003946
ANZSCO Code	262111
PCAT Code	2121192
Date of Approval	April 2016
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 is the centerpiece of a reshaped transport cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes.

### Primary purpose of the role

The primary purpose of the role is to manage the engineering systems integration and technical and safety assurance for Sydney Metro. The role implements assurance frameworks and processes and tools for product outcomes and manages the assurance and verification requirements for Sydney Metro and contractors, to enable regulatory and accreditation obligations and contract performance requirements to be met.

### Key accountabilities

- Live the NSW Public Sector and organizational values to achieve outstanding outcomes for the organization and customers
- Manage engineering assurance documentation, technical standards, design control, configuration guidelines and reporting guidelines to meet business and legislative requirements and to enable communication between contractors and TfNSW on performance and specification requirements
- Monitor the quality and appropriateness of technical specifications and specialist technical input to ensure adherence to project outcomes and performance requirements
- Facilitate technical problem solving to enable regulatory and accreditation obligations and contract performance requirements to be met
- Provide timely advice on key governance and planning and design stream issues in accordance with Sydney Metro obligations as an Authorized Engineering Organization to inform and support decision making

- Determine and undertake, as required, design review, verification and validation of technical aspects of all projects to ensure best practice in systems integration and technical assurance

## Key challenges

- Maintaining knowledge of systems engineering and safety assurance and applications to the regulator and accreditation requirements
- Building and maintaining a robust system for the management and reporting of specifications, standards and other documents, assurance activities and project reporting covering a wide range of engineering and rail works
- Maintaining knowledge across a wide range of engineering standards and skills requirements for safe engineering and rail works

## Key relationships

Who	Why
<b>Internal</b>	
Associate Director Engineering Assurance & Standards	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on key projects, issues and priorities</li> <li>• Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes</li> </ul>
Integrated project teams and wider Sydney Metro Delivery Office	<ul style="list-style-type: none"> <li>• Advise, liaise and negotiate with to ensure timely and effective resolution of issues in relation to Systems and Safety Assurance</li> <li>• Build collaborative working relationships</li> <li>• Work effectively across wide range of engineering areas to ensure standards are defined and met</li> </ul>
Other divisions of TfNSW and Transport Operating Agencies	<ul style="list-style-type: none"> <li>• Build collaborative working relationships</li> <li>• Ensure that assurance activities and outcomes are appropriate and complimentary</li> </ul>
<b>External</b>	
Service providers and contractors, local councils and businesses, adjacent developers, government agencies, professional engineers and associations and regulators	<ul style="list-style-type: none"> <li>• Build collaborative working relationships</li> <li>• Ensure that assurance activities and outcomes are appropriate and complimentary</li> <li>• Develop an effective commitment to the documentation of and compliance with standards</li> <li>• Represent Sydney Metro on committees, working parties and related forums and advocate the position of SM in line with strategic and business plans</li> </ul>

## Role dimensions

### Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan and establishes their strategic operational priorities in consultation with the Associate Director Engineering

Assurance & Standards. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided

### **Reporting line**

The Sydney Metro Delivery Office operates under a matrix reporting model across functional and implementation groups, or project work streams.

The role reports to the Associate Director Engineering Assurance & Standards

### **Direct reports**

The role has no direct reports

### **Budget/Expenditure**

The budget/expenditure allocation for the role will be confirmed.

### **Essential requirements**

Degree level qualification in engineering from a recognized tertiary institution

Knowledge of relevant legislation, regulations, rail safety law, rail accreditation, technical standards and codes of practice in a multidisciplinary engineering environment with specific knowledge of the competency and skill requirements affecting rail services and assets

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.

## 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	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
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	Project Management	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
<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> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <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>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise and explain the need for compromise</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Pre-empt and minimise conflict</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 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> </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>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <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>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>