

Role Description

Senior Project Manager

Cluster	Transport for NSW
Agency	Roads and Maritime Services
Division/Branch/Unit	Motorways
Location	Various
Classification/Grade/Band	TSSM
Role Number	TBC
ANZSCO Code	133111
PCAT Code	1112492
Date of Approval	April 2019
Agency Website	http://www.rms.nsw.gov.au

Agency overview

Roads & Maritime Services (Roads and Maritime) was formed on 1 November 2011 with key accountabilities:

- Delivery of new roads and maritime infrastructure to optimise safety and effective & efficient use
- Effective & efficient traffic management and use of the road and maritime network
- Execution of road and maritime safety policies and regulations
- Maintenance of the road and maritime infrastructure to optimise safety, traffic management and asset life.

Roads and Maritime is part of a new integrated transport authority led by Transport for NSW (TfNSW) that aims to create a better transport system, one that is fundamentally designed around the needs and expectations of customers, communities and the economy.

The other delivery focused Transport Agencies include Sydney Trains, NSW Trains and the State Transit Authority. The Private Transport Operators include Private Ferry operators and Private Bus operators.

Primary purpose of the role

The Senior Project Manager provides high level professional guidance for the development and delivery of projects. The position undertakes and drives project assessments, project delivery processes and operations across the projects, ensuring compliance with a range of planning and environmental requirements. It works within a project management framework that ensures projects are delivered to best practice project, contract and asset management standards, on a commercially sound basis and to the satisfaction of the key stakeholders and the community.

Key accountabilities

- Lead the development of project proposals to ensure delivery of outcomes that satisfy customer needs, are compatible with land use development and provide integration across transport modes
- Manage and deliver on each construction phase to the agreed standards, on time and within allocated budgets
- Ensure that the project is compliant with the relevant environmental approvals and with any relevant legislation and policy requirements
- Manage the production of appropriate documents to support planning approval, cost planning, contract preparation and award and construction processes
- Oversee all contract documents to ensure appropriate outcomes and to meet the requirements of product specifications (and related documents)
- Manage the coordination of contracted work to enable the best use of Roads and Maritime resources and contracted resources
- Work within the project management framework and implement and use the range of project tools available to manage infrastructure contracts, technical specifications and provide specific technical/construction advice
- Analyse project completion performance and feedback information for use in continuous improvement of project planning, development, management and delivery

Key challenges

- Ensuring a strategic and integrated approach to major infrastructure development and delivery and maximising the benefits of infrastructure investment
- Building and managing an efficient and effective team of qualified and experienced staff with the capacity to contribute both in terms of specific personal expertise and as part of a development and delivery team, delivering multiple concurrent major road projects.
- Balancing competing pressures on project scope, performance, cost, program and risk while meeting key stakeholder expectations and ensuring that all activities are underpinned by evidence based decisions to achieve sound outcomes for present and future communities.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none">• Key relationship manager to ensure collaboration across various business units of Roads and Maritime and Transport for NSW together with other key stakeholders to deliver quality unified outcomes
Project Team	<ul style="list-style-type: none">• Critical to successful delivery of project controls, financial support, enablers to support project development and delivery (Communications, Environment, Safety & Contracts) and technical experts
External	
Other federal, state and local government agencies	<ul style="list-style-type: none">• Key interdependencies across the public sector that will enable and support project success

Role dimensions

Decision making

The Senior Project Manager is accountable for ensuring a project is delivered to time, budget and to the agreed program and project objectives. They are responsible for own decision making within agreed scope of the role. The role defers to their line manager for more complex decision making.

Reporting line

TBA

Direct reports

TBA

Budget/Expenditure

TBA

Essential requirements

- Degree qualifications in engineering or a related discipline from an Australian University or equivalent
- Proven success at a senior management level in a large complex organisation with sound knowledge of infrastructure development and delivery in the transport industry
- Demonstrated strong project management skills and experience with the full project life cycle ensuring that deliverables meet client requirements
- Sound infrastructure project planning expertise with a record of success in dealing with Government agencies involved in planning approval and statutory processes
- A current and valid Australian Drivers Licence is required.






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

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral 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 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 with Integrity		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Act to prevent and report misconduct, illegal and inappropriate behaviour 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	Adept	<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	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	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Demonstrate Accountability		<ul style="list-style-type: none"> • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Highly Advanced	<ul style="list-style-type: none"> • Implement effective governance processes for acceptance of projects based on sound business cases • Use historical, political and broader context to inform project directions and mitigate risk • Obtain the commitment of key stakeholders to major project strategies, including cross-organisational initiatives, and ensure ongoing communication • Ensure that project risks are managed effectively and appropriate strategies are in place to respond to variance • Implement systems for monitoring and evaluating effective management, expenditure of project budgets and resources, to achieve organisational goals
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives