

Role Description

Associate Director Engineering



Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Projects / Engineering, Design & Assurance
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	Band 1A
Senior Executive Work Level Standards	Professional/Technical/Specialist
Role Number	Various
ANZSCO Code	135112
PCAT Code	2112192
Date of Approval	May 2019
Agency Website	www.sydneymetro.info
Rail Safety Worker	Yes

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

Primary purpose of the role

The primary purpose of the role is to lead the provision of technical engineering advice and assistance to private sector partners and implementation groups on fit for purpose metro product outcomes across all Sydney Metro project phases and technical disciplines.

The role ensures that technical and engineering solutions are of high quality, meet customer and business requirements within scope, quality, safety assurance, time and cost constraints, as well as regulatory and accreditation requirements

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

- Lead the implementation of technical engineering framework across the organisation for the development, definition and management of required metro outcomes across projects and to support the effective and efficient delivery of the works leading to best for project outcomes at all times
- Lead the provision of expert engineering advice to ensure product and technical requirements are understood and met by the delivery contractors and their private sector partners
- Monitor and review the quality and appropriateness of engineering documentation to identify issues and facilitate technical solutions
- Manage assurance, systems engineering and compliance processes for all engineering, design and technical requirements to ensure all performance aspects of the contract are met
- Manage a team of engineering resources in a matrix environment with consistency and cross program efficiency.
- Participate on tender evaluation committees in relation to service providers, providing input and assistance in the preparation of technical tender and contract documents
- Provide advice to support the engagement and development of engineering and technical resources following the Sydney Metro competency framework. Strengthening staff capability, enabling engineering decisions to be made by staff that are competent and provide guidance for their current tasks and future development.

Key challenges

- Building productive, collaborative and cooperative relationships with a wide variety of public and private sector stakeholders and service providers to ensure best practice project management while delivering complex projects
- Managing a diverse team of engineering subject matter experts Ensuring the Sydney Metro product is safe, reliable, efficient, sustainable and meets customer needs in accordance with contract and performance requirements

Key relationships

Who	Why
Internal	
Director Engineering	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects and programs, issues and priorities • Contribute to strategic planning, policy development and decision making • Work collaboratively with team to ensure that the overall project and product outcome can be achieved on time and within budget
Delivery Director	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects and programs, issues and priorities • Contribute to strategic planning, policy development and decision making • Work proactively to encourage a smooth progression of the technical solution and support the Contractor in a successful delivery

Who	Why
	<ul style="list-style-type: none"> Pre-empt issues and work with the Contractor and colleagues to resolve them so they do not need escalation
Direct Reports	<ul style="list-style-type: none"> Lead, inspire and motivate the team, provide direction and manage performance Foster a working environment that is solution focused and that values collaboration to resolve issues quickly.
Engineering, Design and Assurance teams and wider SM groups Contract Management groups	<ul style="list-style-type: none"> Work collaboratively with team to ensure that the overall project and product outcome can be achieved on time and within budget Liaise regarding key technical interfaces between the major contracts to ensure timely resolution of issues overall project success Work as an integral part of the contract implementation group Provide context for the contract and its role in the overall project
External	
TfNSW and other Transport operating agencies, Client Control Groups, ASA	<ul style="list-style-type: none"> Build collaborative working relationships Contribute to the establishment and development of metro technical expertise within TfNSW
Government, business and community stakeholders, professional engineers and associations, independent certifiers/safety assessors	<ul style="list-style-type: none"> Build collaborative working relationships Representing Metro on committees, working parties and related forums and advocating the position of the team in line with strategic and business plans Liaise regarding key technical interfaces between the major contracts to ensure timely resolution of issues overall project success

Role dimensions

Decision making

This role operates with a high level of autonomy within the requirements of the agreed work plan and establishes strategic operational priorities in consultation with the Director Engineering. The position is expected to deliver assigned projects to the required quality on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided. The role is also expected to achieve continuous improvement of the product outcomes during delivery through close collaboration with the Contractor with a focus on outcome with an informed, not dogmatic, application of the contract requirements.

Reporting line

Sydney Metro operates under a matrix reporting model across functional, implementation and/or project workstreams

The role reports to the Director Engineering

Direct reports

The number of direct reports will be confirmed

Budget/Expenditure

The budget/expenditure allocation for the role will be confirmed

Essential requirements

Relevant tertiary qualifications in engineering, built environment or transport infrastructure related fields and ideally be chartered or equivalent

Demonstrated extensive domain knowledge and experience in at least one area of railway engineering or systems

Strong understanding of the legislation, policy, business processes and practices involved in planning for and delivering major rail projects

Demonstrated experience with and understanding of engineering management processes and practices that fulfil Asset Standards Authority Authorised Engineering Organisation requirements

Demonstrated experience in the leadership, management and development of engineering and design team members and experts

Strong technical and delivery outcomes capability in a complex and highly integrated project environments

The role is identified as a Rail Safety Worker

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

This role also utilises occupation specific capability sets which contains information from the **Engineering Professionals Capability Set**. This is available at <https://www.engineersaustralia.org.au>

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

Occupation / profession specific capabilities

Engineering Professionals Capability Set

 Engineering	Professional Engineering Knowledge	Level 4
	Creativity and Innovation	Level 4
	Evaluation	Level 4

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 • Act on reported breaches of rules, policies and guidelines
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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 Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> • Direct the development of effective systems for the establishment and measurement of accountabilities, and evaluate ongoing effectiveness • Promote a culture of accountability with clear line of sight to government goals • Set standards and exercise due diligence to ensure work health and safety risks are addressed • Inspire a culture which respects the obligation to manage public monies and other resources responsibly and with probity • Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation • Direct the development of short and long term risk management frameworks to ensure the achievement of government aims and objectives
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	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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

Occupation specific capability set (Engineering Professionals)

Category, Sub-category	Level and Code	Skill and Level Description
Engineering Professional Knowledge	Level 4	<ul style="list-style-type: none">Comprehend and apply advanced theory- based understanding of engineering fundamentals to predict the effect of engineering outcomes.Acquire, synthesise and apply specialist engineering knowledge from internal and external relationships to improve operational, design or project outcomes.Coordinate the end-to-end engineering planning and design process.Develop systems for accurately capturing and reporting client or stakeholder requirements and consultative findings into successful engineering solutions.Coordinate and review the management of risk across engineering operations or projects.Direct and coordinate planning, execution, evaluation and reporting of complex engineering projects or a portfolio of projects.Execute and review engineering activities to optimise sustainable operations and client / stakeholder outcomes