

# Role Description

## Scheduler



Cluster	Transport
Agency	Sydney Trains
Division/Branch/Unit	Train Crewing & Support/Business Readiness & Program Delivery
Location	Burwood
Role Grade or Band	Proposed RC6
Senior Executive Work Level Standards	Professional / Technical / Specialist
Kind of Employment	Fixed Term Full Time
Role Number	51017054
ANZSCO Code	149412
PCAT Code	1119192
Job Code	
Health Assessment Category - Safety	Category 4
Vision	Normal
Hearing	N/A - Cat 4 Only
Date of Approval	
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.

### Primary purpose of the role

The Scheduler is responsible for the establishment and ongoing maintenance of Program and Project Schedules for Programs and Projects within Train Crewing & Support Directorate.

### Key accountabilities

- Actively support Project Managers and be responsible for the establishment and ongoing maintenance of detailed project schedules developed within Primavera to a high degree of accuracy; to update data regularly, review impacts, test scenarios and develop solutions for scheduling demands
- Monitor project actual progress against project baseline plan, monitor resource requirements against availability for each project and program, provide reports to key stakeholders, and develop various layouts, filters and reports using Primavera to set up the program master schedule reports and timelines.
- Work with Program Managers and Project Managers to establish scheduling reporting requirements, conduct risk control activities around schedule and implement mitigation strategies to manage slippage
- Maintaining project schedules in Primavera in compliance with Portfolio Deliver Office requirements to ensure "single source of truth"
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers

- 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

- Developing and coordinating project schedules to ensure single source of truth of Sydney Trains Programs and Projects
- Continuously updating schedule as project circumstances change whilst managing competing priorities

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<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> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Provide expert advice and guidance</li> <li>• Critically interrogate information provided</li> <li>• Develop and foster consultative working relationships</li> <li>• Engage and seek support and ensure that all perspectives and implications are considered in decision making across the organisation</li> <li>• Guidance as required</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Work cooperatively, exchange information</li> </ul>
<b>External</b>	
TfNSW, Transport Projects Division, construction suppliers, engineering suppliers	<ul style="list-style-type: none"> <li>• Develop and foster consultative working relationships</li> </ul>

## Role dimensions

### Decision Making:

This role has autonomy and makes decisions that are under their direct control as directed by their Manager. It refers to a Manager decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables, outcomes and program schedules.

### Reporting line:

Program Planning Manager

### Direct Reports:

Nil

### Budget/Expenditure:

Nil

## Essential Requirements





- Advanced Project Scheduling skills in Primavera Project Management software and various tools for data transfer between Primavera Project Management and other tools such as Microsoft Project, PowerPoint or Excel

## 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>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	<b>Plan and Prioritise</b>	<b>Advanced</b>
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Advanced</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>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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> <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>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> Plan and Prioritise	Advanced	<ul style="list-style-type: none"> <li>Understand the links between the business unit, organisation and the whole-of-government agenda</li> <li>Ensure business plan goals are clear and appropriate including contingency provisions</li> <li>Monitor progress of initiatives and make necessary adjustments</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately</li> <li>Consider the implications of a wide range of complex issues, and shift business priorities when necessary</li> <li>Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Advanced	<ul style="list-style-type: none"><li>• Access key subject-matter experts' knowledge to inform project plans and directions</li><li>• Implement effective stakeholder engagement and communications strategy for all stages of projects</li><li>• Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning</li><li>• Develop effective strategies to remedy variances from project plans, and minimise impacts</li><li>• Manage transitions between project stages and ensure that changes are consistent with organisational goals</li></ul>