Role Description
Manager Design

Cluster	Transport & Infrastructure
Agency	Sydney Metro
Division/Branch/Unit	Projects / Engineering, Design & Assurance
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	Grade 9
Role Number	Various
ANZSCO Code	132411
PCAT Code	2121192
Date of Approval	August 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 review and develop guidance and requirements that will inform design, architecture, landscape architecture and urban development for transport services, infrastructure and related precincts and corridors across Sydney Metro Projects. The role will ensure that project designs meet customer and transport product requirements, achieve design excellence, integrate effectively with other transport modes and the local environment, incorporate master planning principles and best practice, and meet contract specifications and relevant standards.

When required to do so, the role will support the work of Sydney Metro project groups with design development, management of appointed design contractors and coordination of design activities with other groups within the Project team to ensure alignment between other key work streams and the design component.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers

- Review and provide advice on design for Sydney Metro project assets and related corridors and precincts, to meet customer and transport product requirements
- Monitor and ensure that design and engineering are fit for purpose and comply with planning approvals, statutory and legislative construction and operations requirements and relevant standards including accessibility
- Monitor environmental impact of designs and engineering to enable designs to contribute to environmentally sustainable outcomes and address environmental legislation
- Work collaboratively with the community of architects, landscape architects and urban designers across the Metro Projects to achieve design excellence
- Monitor and review the quality and appropriateness of works briefs, technical specifications and specialist technical input to ensure adherence to project outcomes and performance requirements
- Contribute to safety assurance through all phases and review design risks and opportunities in accordance with the Project Risk Management System and ensure compliance with the System Requirement, Safety Responsibilities, Authorities and Accountabilities within the Safety Management System

Key challenges

- Keeping up to date on industry best practice in design and construction and ensuring this is incorporated into Project design
- Ensuring that customer outcomes are at the centre of design principles and outcomes for SMDO infrastructure, precinct and corridor design

Key relationships

Who	Why
Internal	
Manager & Design teams	- Escalate issues, keep informed, advise and receive instructions - Provide regular updates on key projects, issues and priorities - Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes
Community of designers within the wider Sydney Metro Office	- Share knowledge and technical resources - Work effectively as a team to achieve design excellence
Integrated project teams and wider Sydney Metro Office	Build collaborative working relationships to ensure technical aspects of project designs meet customer requirements and safety and engineering standards
External	
TfNSW and other Transport operating agencies	Build collaborative working relationships
Major civil contractors, local councils, adjacent developers, transport organisations, government agencies, professional engineers and associations, service providers and regulators	- Build collaborative working relationships - Represent Sydney Metro on committees, working parties and related forums and advocating the position of Sydney Metro in line with strategic and business plans

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Role dimensions

Decision making

The 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 Manager. The role 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

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

The role reports to the Senior Manager Design.

Direct reports

The role has no direct reports.

Budget/Expenditure

The budget/expenditure for the role will be confirmed.

Essential requirements

Tertiary qualifications in a built environment discipline and membership, or ability to become a member, of a relevant professional body

Extensive experience in the practical application of best practice design principles, relevant legislation, regulations, standards and codes of practice

Experience with and understanding of the legislation, policy, processes and practices involved in planning for and delivering major projects.

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

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
	Act with Integrity	**Advanced**
	Manage Self	Adept
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	**Adept**
	Work Collaboratively	**Adept**
	Influence and Negotiate	Intermediate
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Advanced**
Business Enablers	Finance	Intermediate
	Technology	Adept
	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**
Personal Attributes Act with Integrity	Advanced	• 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	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure

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Group and Capability	Level	Behavioural Indicators
		responsiveness to their needs
		• Identify customer service needs and implement solutions
		• Find opportunities to co-operate with internal and external parties to improve outcomes for customers
		• Maintain relationships with key customers in area of expertise
		• Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Advanced	• Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		into business planning
Business Enablers Project Management	Adept	• Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects

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