

POSITION DETAILS

POSITION TITLE	Senior Scheduler
DIRECTORATE	Engineering & Maintenance
DIVISION	Engineering and System Integrity
REPORTS TO	Scheduling Manager
POSITION NUMBER	
CLASSIFICATION	RC5
HEALTH ASSESSMENT CATEGORY	Category 3
APPROVED BY	General Manager, Engineering & System Integrity
DATE APPROVED	8 June 2017

PRIMARY PURPOSE

To be an active member of tightly coordinated specialist scheduling team in Engineering and System Integrity Division.

Actively support project management staff and be responsible for the establishment and ongoing maintenance of schedules developed within Primavera to a high degree of accuracy.

Assist with development and management of common principles and procedures to bring standardisation and efficiency within the group to align with corporate goals both within Sydney Trains and with external delivery organisations.

ORGANISATIONAL ENVIRONMENT

Sydney Trains has c10000 staff 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.

Sydney Trains has a 'make it happen' culture where each individual accepts both a personal and shared responsibility for being innovative, for making a difference and for developing organisational capability.

Joining Sydney Trains presents an exciting opportunity to shape the future of rail services in Sydney and make a genuine difference for the people of NSW by providing the rail system they deserve.

Engineering & System Integrity (ESI) Division

ESI keeps Sydney moving by providing design, engineering, and assurance integrity services to Sydney Trains and the TfNSW cluster. Engineering Support Services contributes to the above objective of ESI by:

- Developing and maintaining an annual design program to align with Sydney Trains' maintenance program
- Managing the delivery of design and engineering projects in accordance with an agreed program, using internal and external resources
- Managing "Assurance" for internal and external/third party designs
- Provides transparency in performance through communication and reporting for the division
- Providing business support, including various IT applications such as CAD

KEY ACCOUNTABILITIES

1. Work as directed by the Scheduling Manager to develop, implement and manage scheduling processes in order to continually improve the standard of scheduling and usage of Primavera.
2. Actively assist and provide support to project management staff including other Schedulers regarding the usage of Primavera to align with “Best Practice Principles” in order to improve the quality of data and its subsequent management and reporting processes.
3. Assist with promotion and development of the necessary structures and associated working environment required to be established in Primavera to enable enterprise usage across various groups within Primavera.
4. Liaise with external parties to establish scheduling requirements and import of their data at regular intervals.
5. Development of resource based project schedules and consolidated program for the nominated group.
6. Provide specialist scheduling and programming skills for the management of schedules.
7. Coordination of projects schedules to ensure “single source of truth”.
8. Definition and monitoring of key milestones.
9. Develop various layouts, filters and reports using Primavera to set up the schedule reporting procedure.
10. Set up the structure for baseline and regular reporting. Produce various reports for stakeholders.
11. Communicate and work very closely with various project management staff to collect and validate project schedule information.
12. Encourage innovation and best practice based on experience in the delivery of projects to ensure the existence of a continuous improvement philosophy.
13. Lead, direct, coach and mentor project management staff to facilitate their development and achievement of objectives.

NOTE: *The purpose of above is to indicate the position profile. It is not meant to be an exhaustive list of activities to be performed. As a part of continuous improvement, the incumbent will be required to work closely with Business Unit Manager to meet the business requirements.*

KEY RELATIONSHIPS

INTERNAL – across/within Sydney Trains

MAIN CONTACT and PURPOSE

- Sydney Trains Maintenance Divisions – for coordination and advice
- Sydney Trains Maintenance Directorates – for coordination and advice

EXTERNAL – outside of Sydney Trains

MAIN CONTACT and PURPOSE

- External design service providers – for coordination
- Other agencies within TfNSW – for coordination

DECISION MAKING

The position is fully accountable for the formulation of advice and coordination across all operational objectives. Independent decision making requirements of the position include:

- Design scheduling and design review coordination

Collaborative decision making requirements of the position include:

- Design delivery management
- ☐ Co-ordination of schedules from external organisations including service providers .

CHALLENGES

- Establishing and maintaining up-to-date schedules in Primavera for all design projects.
- Co-ordination with other divisions for development and maintenance of comprehensive project schedules in Primavera.

POSITION IMPACT

DIRECT REPORTS:	NIL
BUDGET (CapEx/Salary):	N/A

SELECTION CRITERIA

(include any required Licences or accreditation required by the position)

- Tertiary qualifications in engineering or project management; or extensive experience in scheduling, time management, critical path analysis and earned value.
- Sound knowledge of project management principles.
- Extensive knowledge of Primavera Project Management software and various tools for data transfer between Primavera Project Management and other tools such as Microsoft Excel.
- Innovative business development, analytical and problem solving skills.
- Sound written and communication skills together with well-developed client relationship and negotiation skills with ability to influence at all levels.
- High level of PC literacy, including Primavera, MS Project, MS Excel, conceptual thinking and the ability to understand and perform analytical reviews of large complex schedules.
- Experience in project scheduling in a multi-disciplinary organisation in a true enterprise environment requiring the development and usage of standards, procedures and processes enabling reporting via associated coding systems.

PERFORMANCE STANDARDS

Dimension	Performance Level
SAFETY	<ul style="list-style-type: none"> • Demonstrate personal ownership over safety through proactive risk based decision making • Achievement of safety results • Implement Target Zero principles, objectives and initiatives • Realise safety improvements through regular communication and interactions with team • Implement safety management system • Active and timely participation in investigations for incidents
CUSTOMER	<ul style="list-style-type: none"> • Mutually agree customer expectations through engagement with managers and team • Interpret and deliver customer initiatives at appropriate cost • Improve customer priorities through application of customer-first processes in the areas of timeliness, information, passenger safety and cleanliness • Identified and pursued improvement opportunities and monitor performance • Solicit feedback from customers, identify opportunities, pursue feasibility and communicate outcomes • Be accountable for utilising agreed methods and measures to produce reliable results • Deliver operational/technical/specialist information and outcomes on time
FINANCIAL	<ul style="list-style-type: none"> • Align goal setting, work plans, budget and resource allocation with plan and Directorate goals • Early identification of budget variances enabled intervention • Comply with financial processes and systems • Prudent purchasing activities resulted in doing more with less • Reduce overtime and absenteeism through appropriate rostering and scheduling • Achieve short-term results within budget • Implement quality and risk management processes • Meet targets, due dates and quality standards
LEADERSHIP	<ul style="list-style-type: none"> • Demonstrate and ensure commitment to enterprise vision and values and operational priorities • Display fairness, build trust and maintain respectful relationships through open lines of communication vertically and horizontally • Define and delegate work to be done with adequate resources and measure progress • Have clear, current and measurable goals and objectives • Actively participated in regular team briefings, 1:1 coaching and individual development plans to enhance performance and raise the bar to a consistent standard • Be a part of real teamwork and idea sharing with peers and manager

BEHAVIOURS

Critical behaviours	Behaviour Statement
SAFETY	<ul style="list-style-type: none"> • Ask for feedback about your performance and identify and spread the word about successes across businesses • Compliment good performance and provide guidance to improve on poor performance • Share personal stories about what makes you proud to work here and your passion for the Railway
PRIDE	<ul style="list-style-type: none"> • Consider the bigger picture. Align your decision-making with the overall organisation objectives, which you regularly communicate to your team. • Be proactive and access the information you need to make the right decisions in a timely manner, taking a solution-based approach and calculated risks
ACCOUNTABILITY	<ul style="list-style-type: none"> • Treat team members fairly and equitably and communicate decisions and process • Provide honest and constructive feedback and engage in both the positive and difficult conversations • Meet regularly with your team to collect feedback and brainstorm ideas that you will personally progress
COLLABORATION	<ul style="list-style-type: none"> • Talk to your team about the significance of the task that you are undertaking • Ensure they understand the context and rationale for what you are being asked to do • Take initiative to reach out to your customers, anticipate their needs and offer to help
EXCELLENCE	<ul style="list-style-type: none"> • Regularly visit worksites and recognise good and poor practices • Begin discussions with safety conversation, emphasising the value we place on ensuring our team mates go home safe • Regularly share with your team lessons learned and opportunities for safety improvement