

## Position description

<b>Position</b>	Project Manager Network Transformation
<b>Position Number(s)</b>	200560, 200387, 200533, 200538, 200734, 200884
<b>Classification</b>	E
<b>Group</b>	Project Delivery Group
<b>Reports to</b>	Program Manager Network Transformation
<b>Location</b>	1010 LaTrobe Street Docklands VIC 3008
<b>Date</b>	June 2023
<b>Tenure</b>	Fixed-Term

## Our organisation

VicTrack owns Victoria's rail transport land, assets and infrastructure. We work to protect and grow the value of the portfolio, to support a thriving transport system and make travel and living better for all Victorians. With much of our asset portfolio dedicated to rail transport – our land, infrastructure, trams, trains and telecommunication networks – our focus is on strategic asset management and supporting the delivery of better transport solutions.

Whether we're planning and managing the use of transport land, upgrading the telecommunication network or partnering on major infrastructure projects, our job is to ensure the state's assets continue to serve Victoria now and well into the future.

Our core functions include:

- delivering telecommunications infrastructure and services that form the backbone of the transport network from signalling, driver communications, public information displays and myki ticketing
- managing land set aside for transport purposes, including the development and sale of land no longer required for transport to optimise its use
- generating income through land sales and commercial leases that is reinvested into the state's transport system
- providing project management, engineering and construction services to deliver a range of government transport projects from Victoria's Big Build to station and car park upgrades
- managing transport facilities and assets, including the open access Dynon Rail Freight Terminal, heritage buildings and environmental preservation.

VicTrack's Telecommunications Network is deemed 'vital critical infrastructure' – being of state significance and therefore critical to the continuity of the supply of essential services to the state, and to the overall economic and social wellbeing of Victorians.

VicTrack is the custodial owner of most of Victoria's tourist and heritage assets and performs the role of Tourist and Heritage Registrar.

## Our business groups

Our business is made up of three specialist delivery groups – Property, Telecommunications and Project Delivery – supported by Corporate Services, Strategy & Transformation and the Office of the Chief Executive.

## Our vision

As a part of the transport portfolio, we share a common vision as defined in the *Transport Integration Act 2010*:

“To meet the aspirations of Victorians for an integrated and sustainable transport system that contributes to an inclusive, prosperous and environmentally responsible state”.

In realising this vision, we are working towards a transport system that promotes:

- social and economic inclusion
- economic prosperity
- environmental sustainability
- integration of transport and land use
- efficiency, coordination and reliability
- safety, health and wellbeing.

## Our mission

To protect and grow our rail transport assets and drive reinvestment to service Victorians now and into the future.

## Our values

- Professional – We make decisions with integrity and respect. By behaving professionally and ethically we win the trust of our colleagues, stakeholders and customers.
- Collaborate – We collaborate to get things done efficiently and effectively. We have greater opportunity through leveraging our collective knowledge, building stronger bonds and respecting each other.
- Achieve – We perform our roles with integrity and skill. We hold ourselves accountable for delivering what is needed and own both our successes and mistakes.
- Innovate – We embrace all new ideas that bring about change that adds value. We become more efficient, effective and competitive.

## Dimensions

### Reporting relationships

This position reports to the Program Manager Network Transformation.

### Budget

NA

### Other

N/A

## Purpose of the position

The Project Manager is responsible for a diverse range of activities to assist in ensuring that VicTrack's Level Crossing Removal and Project Delivery Office delivers programmed activities in a professional manner, on time, to specification and on budget.

## Key accountabilities/functions

- Prepare 'Request for Quotation' (ROQ) responses and project plans for works pertaining to the consolidation and relocation of existing copper and optical fibre cable and associated infrastructure. This also involves working with team members on ROQ responses and project plans for works including the provisioning of new cable network infrastructure required by the various Project Alliance partners and the Design and Construct contractors.
- Prepare and/or alter relevant technical and operational documentation required as a result of project activities. This would relate to project concept, design, operational delivery, operational and maintenance procedures and fault management procedures.
- Chair regular team meetings and provide verbal and written project status information to Program Manager.
- Lead and coordinate activities required to capture, verify, enter or amend all necessary data associated with the physical infrastructure affected by projects.
- Review, analyse and approve designs of network architecture and detailed fibre designs provided by the Project Alliance partners and the Design and Construct contractors.
- Work closely with the Program Manager to ensure that all construction drawings are obtained from the Project Alliance partners and the Design and Construct contractors, reviewed and approved.
- Ensure and support the team that as-in-service drawings and data as required are provided by the Project Alliance partners and the Design and Construct contractors, ensuring they are verified and entered into the relevant storage mechanism.
- Manage internal and external stakeholders to organise required inputs, outputs and reviews in a timely manner.
- Be the key interface between proponents, alliance representatives and key stakeholders to ensure regular contact is maintained and program of activities is updated through key schedules.
- Provide regular reports and feedback to the Program Manager on project issues, activity status, budgetary position, risk management and general information.
- Report all safety related incidents, identified hazards and mitigating actions to the team meetings, however if incidents or hazards are of a serious nature they are to be escalated to the Program Manager and Health & Safety team immediately.

## Customer focus

VicTrack staff practise customer focus by recognising the importance of valuing customers (internal and external) and ensuring that all activities are oriented towards meeting customer needs. We listen to customers about their expectations and focus on delivering solutions that address their needs. Customer focus also includes proactively seeking and acting on feedback to enhance the customer experience.

## Safety and environmental responsibilities

Ensure safety and environmental instructions are adhered to and report any inappropriate practices and incidents. Comply with the *Occupational Health and Safety Act*, as it applies to self, tenants and customers, and environmental legislation in regard to preserving the environment.

## Rail safety

All staff who may be required to come into contact with rail activity, including design work and the management of other staff, must:

- be responsible for their actions where those actions can in any way affect or compromise railway safety
- be aware of the railway safety requirements associated with their duties and responsibilities
- take whatever action is possible to prevent unsafe conditions and/or incidents
- report any railway safety problems/hazards to the Manager Safety
- safely access the rail corridor.

## Individual attributes

### Qualifications

- Tertiary Qualification in a Telecommunications/Civil Engineering / project management discipline or equivalent required.

### Knowledge and experience

- Extensive experience in telecommunications/project management/civil field environments and working in operational networks
- Demonstrated technical knowledge of communications copper and optical fibre cable network infrastructure and installation methods
- Proven experience in technical documentation preparation and management
- Experience working in the transport sector and associated government entities highly desired
- Exposure to operations occurring in an industrially sensitive environment
- Financial management or cost control experience
- Demonstrated capability of leading and meeting set deliverables on time and on budget
- Advanced proficiency with Microsoft Office suite
- Exposure to quality management systems and processes

## **Skills**

- Proven ability to anticipate and resolve complex programming and scheduling issues
- Strong interpersonal skills and ability to work closely with diverse teams
- Ability to analyse situations and escalate relevant issues to stakeholders and SMEs
- Excellent oral, written communication and presentation skills with the ability to produce high quality technical material
- Excellent influencing and negotiations skills
- Demonstrated understanding of contracts
- Excellent administrative, organisational and attention to detail skills
- Supports and participates in continuous improvement
- Exposure to, *Occupational Health and Safety Act, Workcover Act, Equal Opportunity Act and Disability Discrimination Act*
- Ability to obtain Victorian Rail Safety Accreditation

## **Interpersonal and other features**

### **Internal relationships**

- All VicTrack staff and management

### **External relationships**

- Selected vendors, Government, Alliance partners, constructors, contractors and subcontractors.