

POSITION TITLE	Senior Design Coordinator, Regional Rail Revival
CLASSIFICATION	VPS6
SALARY RANGE	\$116,863 – \$156,387 plus superannuation
LOCATION	222 Exhibition Street, Melbourne 3000
EMPLOYMENT TYPE	Up to 3 years - Fixed Term, Full Time
FURTHER INFORMATION	Becky Fry, HR Advisor on 9655 6086

About Rail Projects Victoria

Rail Projects Victoria (RPV) is the Victorian Government body responsible for the development and delivery of the Metro Tunnel Project, Regional Rail Revival, future Melbourne Airport Rail Link and a portfolio of other rail projects. RPV is responsible for all aspects of the projects including planning and development of the project reference design, site investigations, stakeholder engagement, planning approvals and procurement, through to construction delivery and project commissioning.

RPV (formerly known as Melbourne Metro Rail Authority) is an Administrative Office established by the Victorian Government.

Why work with us

Employees at RPV have access to a wide variety of opportunities, with an extensive range of career and capability development programs designed to develop our team. We want you to grow, develop and learn with us. We want your work to provide you with a strong sense of purpose and achievement.

RPV has one of the most progressive wellbeing programs in the industry. We recognise that our people are critical to our ability to deliver projects and achieve key milestones and we understand that a holistic approach is required in engaging, satisfying and retaining our people.

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV has assembled a skilled team of highly experienced professionals from across the public and private sectors to ensure the objectives of its projects are achieved for the Victorian community.

About the role

Reporting to the Design Interface Manager, this role is responsible for client-side coordination of the design, development and engineering associated with the Regional Rail Revival program. The Senior Design Coordinator will provide expert advice and guidance across a range of engineering and design issues during project development and delivery of multiple projects. This role will also be responsible for coordinating a team of technical advisors to prepare reference designs. The ability to build, maintain and influence strong relationships with key internal and external stakeholders is fundamental to the success of this role. This role co-ordinates all technical and engineering support to the relevant work package, including the development of requirements and the review of designs for completeness, compliance to requirements, standards and constructability, drawing upon technical specialist advice from subject matter experts to resolve a range of engineering design challenges.

About you

You will be a highly focused and driven person who is passionate about contributing to the delivery of public infrastructure, working within a high-performing project team to drive exceptional outcomes. You will be a qualified engineer or similar discipline with experience working within large projects. You will enjoy a fast paced, performance focused workplace where you will have the opportunity to work autonomously and develop your career.

If you are looking to step up in your career, this might be just the right opportunity for you!

Key Accountabilities

1. Coordinate the development of scope and requirements definition, design management and provision of all engineering support services associated with delivery of the Regional Rail Revival program.
2. Drive the timely resolution of key technical engineering solutions with due consideration of conflicting priorities.
3. Ensure design development complies with project requirements, observing best practice systems assurance processes.
4. Lead and provide support to senior key stakeholders on complex engineering issues arising from and impacting on the project, including the identification and management of project risks.
5. Manage, liaise and coordinate with key external stakeholders to ensure requirements are integrated into the design solution.
6. Maintain and drive continuous improvement of design management procedures and processes including design budgets, programs and management plans.
7. Identify and co-ordinate external areas of technical expertise that are needed to resolve technical challenges or review designs, supplementing existing capability.
8. Coordinate the RFI process.
9. Develop and manage technical components of the project's Risk Management Plan and mitigation strategies.

Key Selection Criteria

1. Demonstrated exceptional design, development and delivery experience within major brownfield rail infrastructure projects, including an understanding of engineering disciplines including Signalling, Track, Structures, Civil and Stations.
2. Extensive experience driving high quality outcomes, ensuring timeframes and schedules are met, where multiple stakeholders have competing demands.
3. Proven ability to clearly document and track key work tasks, ensuring work is delivered on schedule and to high standards.
4. Demonstrated experience in the preparation of external consultant briefs and the management of consultants to achieve timely and quality outputs.
5. Well-developed understanding and experience of the Victorian Infrastructure environment and the Government's policy objectives and transport strategies.
6. Excellent people management skills, with the capacity to listen to others, identify their needs and provide appropriate direction, guidance and development support.
7. Strong interpersonal and communication skills, including the ability to negotiate effectively, resolve complex issues and build/maintain strong relationships with key stakeholders, both internal and external to the project.

Qualifications

1. Tertiary qualification (bachelor level or higher) in Engineering or related discipline is mandatory.

Other relevant information

How to apply

Applications must be submitted online by visiting www.careers.vic.gov.au. Applications after the closing date will not be accepted.

Immigration and Employment Eligibility

Candidates seeking to gain working rights sponsorship are encouraged to contact rpv-hr@railprojects.vic.gov.au

Applicants will be subject to a probation period of three months. This position is subject to a Police Records Check and Qualification Check.

Equal Opportunity Employer

RPV is an equal opportunity employer and welcome applicants from a diverse range of backgrounds. Applications from Aboriginal and Torres Strait Islander people are strongly encouraged for all positions. Reasonable adjustments for a successful candidate with disabilities will be offered, on request.

Agreement/Award Coverage

Employment with RPV is subject to the terms and conditions outlined in the Victorian Public Service Enterprise Agreement 2016 or for Executive Officer classified positions, the Victorian Public Service Executive Employment Handbook.

Professional Obligations

Successful candidates will be inducted to their crucial role as a public servant in the workplace and are instructed to complete the mandatory Professional Obligations training. The training provides clarity to employees on: professional obligations and responsibilities; appropriate management of information and use of resources (including Information Security, File and Record Management, Information Privacy, Freedom of Information); conflict of interest obligations; receiving and providing gifts, benefits and hospitality; and prevention of fraud and corruption.

Terms and Conditions

Employees must comply with the Code of Conduct for Victorian Public Sector Employees.

Privacy Notification

RPV affirms that the collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Health and Wellbeing

Our vision is to build a safe and trusting environment that values and pursues balance and health and provides a strong platform for continuous development and high performance.

RPV takes a holistic approach to wellbeing and offers a comprehensive program that addresses five key pillars of wellbeing: healthy minds, healthy bodies, healthy workplace and cultures and healthy community connections.

What we offer you

RPV has access to a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to the economic prospects of all Victorians.

Relocation assistance

Successful candidates may be supported to relocate to Melbourne including air travel, transport of household items and four weeks accommodation.

Diversity @ RPV

At RPV, 'diversity' includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Authority. RPV's broad diversity program enables it to more successfully attract, recruit, retain and develop a diverse workforce; fostering greater innovation, greater customer change.

Learning and Development

We want you to grow, develop and learn with us. RPV provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. RPV also supports relevant study via negotiated financial assistance and leave provisions for approved courses. Our Performance and Development Plans aim to support and encourage employees in achieving work and career objectives through clearly defined roles, development opportunities and performance targets.

Balancing Work and Life

We understand that work/life balance is an important part of our employees' lives. That's why we have a wide range of flexible work/life balance options including working from home, flexible working hours and generous leave provisions including the 44/52 model of employment and paid parental leave.