



Position description

Title:	GROUP MANAGER INFRASTRUCTURE
Group/Branch:	Infrastructure
Status:	Full Time
Location:	Belgrave and other locations on the PBR Corridor as required
Reports to:	CEO
Direct Reports:	Way & Works Manager, Infrastructure Buildings Co-Ordinator, Infrastructure Office Manager, Signal and Telegraph Manager, PBR Workshops Manager , Environment & Sustainability Specialist
Hours/Days of Work:	Varied as required and as per negotiation Recognising PBR is a 7 day per week operation – there will be a need for after hours and oncall tasks for this role.
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and periodic checks as per policy Completed Category 3 National Standard for Health Assessment of Rail Safety Workers

Job Purpose

This position is responsible for safe, timely, compliant and on-budget management and maintenance of Puffing Billy Railway (PBR's) infrastructure assets, and the delivery of the construction capital expenditure program via the application of planning, policies and procedures, and the management of staff, contractors, suppliers and volunteers.

The position supports the PBR Strategic Plan by ensuring the Railway's assets are available to be utilised for PBR operations and participating in and contributing to the PBR Management Executive Group and Leadership Team.

The position will be included in the PBR Officer in Charge Timetable to provide senior leadership across the 7 days per week operations of the organisation.

Position Dimensions

- Total annual budget under management: Approx. \$5M Operating Expenditure, \$3M Capital Expenditure per annum
- Employees Directly Supervise = 6
- Total Employees and Volunteers within the Department = 40 staff + 80 volunteers = 120 heads.
- Independent expenditure approval as per PBR Delegations Policy

Key Duties and Responsibilities

Primary Functions / Responsibilities:



- Develop and implement Asset Condition and Compliance Registers, Maintenance Programs and Schedules for all PBR assets and infrastructure.
- Develop, manage, and report on the PBR Corridor Plan to the CEO and PBR Board as required.
- Effectively deploy subcontractors, consultants, and vendors to ensure timely program delivery.
- Provide mentoring, performance management and training of direct reports to build corporate knowledge of the PBR Assets and Systems
- Review and justify recruitment and resources to ensure the requirements of the Branch are met.
- Identify, review and enable opportunities for the implementation of operational efficiencies.
- Prepare, review, manage and report on annual budgets for the Branch.
- Ensure that complete regulatory and statutory compliance is maintained, and corrective actions are taken to resolve non-Compliance Reports in a timely manner.
- Proactively identify and minimise / eliminate infrastructure activity related risks.
- Oversee the development and delivery of best practice Project Management systems and processes.
- Prepare, review, manage and deliver project and program approval and performance monitoring reports to the Board and relevant Committees and take responsibility for allocated actions.
- Procurement and administration of relevant contracts, variation approvals process and notices.
- Coordinate required inspections with regulatory and authority bodies as required.
- Identify non-compliance with safety, health, and environmental quality standards.

Other Functions:

- Applications to meet planning requirements, obtain permits and negotiate such with responsible authorities.
- Resolving contract ambiguities or other work delivery requirement disputes
- Perform and ensure, through delegation and appropriate systems that safety and quality control reviews and responsibilities regarding the work being performed are being carried out.
- Preparation of Board, Sub-Committee, Management and inter-agency reports and submissions, as required.
- Preside over regular staff meetings designed to manage the team.
- Contribute to key media and promotional activities with marketing staff.
- Actively participate in corporate programs such as, not limited to the Asset Management Steering Committee, strategy and business plan development and implementation, and special projects.
- Interaction with key industry and community stakeholders within and outside PBR

General:

- Maintain a Child Safe environment by adherence to policies, procedures and reporting responsibilities.
- Participate in continuous improvement, development and performance management programs.
- Adhere to all company values, principles, policies and procedures and demonstrate leadership in managing the behaviours to your team at all times.
- Other tasks and duties as requested.

Key Challenges and Problem Solving

- People and contractor behavioural, cultural, performance and development management.
- Developing and maintaining key stakeholder relationships.
- Project and program planning, development, risk identification and mitigation.
- Negotiation and dispute resolution.
- Ensure statutory and policy compliance, including monitoring and management of regulatory variations.
- Innovative and effective problem solving.

Key Competencies

Demonstrated experience and proficiency in:

- Strategic analysis and planning



- Asset management and capital projects practices, policies, and procedures
- Computerised Maintenance Management Systems (CMMS) utilisation
- Technical problem analysis and issue resolution.
- Advanced communication methods including oral, written, utilisation of communications technologies, and preparation of written correspondence, reports and email,
- Reading and analysis of digital and hard copy plans, construction drawings, tenders, proposals, legal documents and agreements.
- Public Sector procurement methodologies, governance, and probity.
- Preparing and implementing Safety Plans, SWMS, JSAs, Alerts, Briefings & investigations into incidents.
- Conflict Resolution
- Managing high performance teams
- Planning, scheduling, and organising.
- Creating and applying Quality Systems and methods

Other Attributes / Requirements:

- An understanding of the key requirements, strategies and plans of the Railway.
- Ability to manage high volumes of work in a busy environment, meet deadlines whilst coping with demands from internal and external sources and maintaining attention to detail and accuracy.
- Contributes to and participates in continuous professional self and organisational improvement.
- Financial literacy & ability to contribute to and work within budget & business plans.
- Ability to use own initiative and judgment in interpretation of data.

Qualifications and Experience

- Relevant construction project management qualification or minimum of ten years' experience in building trades, \$10M+ capital project implementation, superintending, construction or multiple trades management
- 10+ Years of Senior Management / Executive roles
- Extensive knowledge of and experience in subcontractor supervision and management
- Experience in using Computerised Maintenance Management Systems (CMMS)
- Experience in using Safety Management Systems
- Current motor vehicle driver's licence

Key Relationships

- Puffing Billy Railway Board, Sub-Committees, employees and volunteer workers
- Project Working and Governance Groups
- External stakeholders including elected officers, government bodies and senior management in public and private organisations.
- Consultants, contractors, suppliers and service providers.
- PBR Community – both along the corridor and the public image of the organisation.

Health and Safety

Senior Managers have responsibilities on behalf of the organisation and as employees. It is their responsibility to:

- Ensure knowledge of and adherence to relevant OHS policies and procedures.
- Consult with employees and H&S representatives (where they are elected) on OHS issues.
- Ensure that employees are equipped with the information, instruction, PPE, training, and supervision that they need to work and utilise PPE safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately.
- Assist with initiating an early return to work on suitable duties after a workplace injury.
- Access sources of OHS information and systematically disseminate information to all employees.



- Ensure that employees, including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Ensure all plant and equipment is properly maintained.
- Act as a role model by demonstrating safe work behaviours.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Environment

- While performing the duties of this role, the employee may be exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; extreme cold and heat. The employee is occasionally exposed to worksites which may feature noise, toxic or caustic chemicals, risk of electrical shock and risk of vibration.
- In all cases the employee will utilise all available personal protective equipment as directed or as is required to minimise the risk of any and all such exposures.

Additional Notes

- Attendance at meetings out of usual business hours and variation to normal hours of work (including early or late starts, weekends and public holidays) may be expected within reason.
- As PBR's peak times include Victorian school holidays, taking leave during these periods may be limited and subject to PBR CEO approval.
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe and Wellbeing Policy and Child Safety and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants may be subject to unannounced drug and alcohol testing.

Acknowledgement

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name	Employee Signature	Date

Approved By:	Peter Abbott	Date:	December 2023
Last Updated By:	People and Culture	Date:	December 2023



Puffing Billy Railway's staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!