

Employment Information Kit

Project Manager



About this Information Kit

Thank you for your interest in employment with EastLink.

This Employment Information Kit provides you with the relevant information you need about this opportunity to help you decide whether to apply for this position.

Outlined in this document are details about EastLink, information about the recruitment department and position, the selection process and information on how to prepare your application.

You are encouraged to read this information carefully in order to develop an understanding of the requirements. You should assess yourself against the key selection criteria before deciding to apply for the position and prepare an application according to the guidelines outlined in this information kit.

Recruiter Contact Details

Telephone enquiries for this position can be directed to Narelle Anderson on 9955 1700.

Unless otherwise stated, correspondence in relation to this position should be forwarded to:-

Human Resources
EastLink
2 Hillcrest Avenue
(PO Box) 804
Ringwood Victoria 3134

Candidate applications can be submitted via email in Microsoft Word or PDF format to recruitment@connecteast.com.au

About EastLink

ConnectEast is the owner and operator of EastLink, Melbourne's second fully-electronic tollway and, since its opening in June 2008, already one of the busiest roads in Victoria.

EastLink comprises about 39km of freeway-standard road and connects the Eastern Freeway in Melbourne's east to the Frankston Freeway in the south. EastLink also includes the Ringwood Bypass and Dandenong Bypass as untolled additions to the state road network.

EastLink was delivered by ConnectEast under the Victorian Government's Partnerships Victoria framework with a construction cost of Au\$2.5 billion.

The motorway saves drivers valuable time and provides the fast-growing eastern and southern regions of Melbourne with a more efficient and accessible transport network, as well as a 35km shared bicycle and walking path for local residents, wetlands and revegetation of open space areas and parkland.

Currently EastLink employs more than 200 people in a range of highly specialised operational and support roles across the organisation including:

- Asset and Road Management
- Information Technology
- Corporate Affairs
- Customer Service
- Finance
- Operations
- Legal
- Human Resources
- Marketing
- Risk, Safety & Internal Audit

With the lowest private tolls in Australia, EastLink is committed to providing Victorians in Melbourne's rapidly growing eastern and south-eastern suburbs with an affordable travel option, supported by high quality and friendly customer service.



Our Values and Behaviours

<p>Custodianship – We protect and enhance our assets and the environments in which we operate, recognising the interests of our stakeholders</p>	<ul style="list-style-type: none"> • We manage and operate EastLink for the long term • We work efficiently, but we don't take short cuts • We care for our environment • We involve ourselves as a responsible member of the surrounding community
<p>One team – We encourage and share ideas across the organisation and with others. We turn what we learn into smarter ways of working</p>	<ul style="list-style-type: none"> • We work together, encourage each other and share knowledge and ideas • We communicate openly, honestly and treat each other with respect • We consider the whole of business when making decisions and avoid silo thinking • We challenge ourselves and others around us
<p>Safety – We look after each other and everyone on EastLink</p>	<ul style="list-style-type: none"> • We take responsibility for our own safety and encourage others to do the same • We implement the appropriate measures to do each job safely • We proactively report unsafe working conditions, work practices or behaviours • We provide motorists with a safe and positive experience that encourages them to use and recommend EastLink
<p>Accountability – We communicate openly and deliver on our commitments and earn the same in return</p>	<ul style="list-style-type: none"> • We accept responsibility for our decisions and actions • We deliver on the commitments we make • We conduct our business ethically and lawfully • We consider and actively manage risk in all we do

About the Position

The Department

This position will be a part of the EastLink Motorway Alliance between EastLink and Broadspectrum.

The Alliance is responsible for the traffic operation on EastLink and the maintenance of all EastLink assets including road and tunnel civil services and structures, electrical and mechanical assets, tolling roadside assets and landscaping.

The Project Manager will ensure the effective and efficient delivery of projects within the Alliance Capital Program from inception to final delivery to achieve time cost and quality outcomes in line with the Forecast Maintenance Program (FMP) and Alliance commercial, operational and stakeholder requirements.

This includes undertaking project management, procurement and managing risk through all phases of the project life cycle, building strong relationships and utilising enabling functions both internal and external to ensure project timeframes, risk, safety and budget commitments are met.

Reporting Relationship



Role Responsibilities

Key tasks of the Project Manager role include but are not limited to:

- Developing detailed project plans and business cases with defined project scope, goals and deliverables and delivering projects on time and budget.
- Employ and refine the Alliance Project Management methodology to ensure consistent, safe project delivery within cost, quality and time constraints.
- Delivery of EastLink capital asset rehabilitation, replacement and upgrade projects.
- Delivery of projects and proposals based on well considered, sound engineering principles with demonstrated accuracy in quantity, resources, time and cost.
- Project documentation is professionally prepared, rigidly controlled, accurately updated and appropriately authorised.
- Ensure projects undergo a suitable risk analysis at each stage of development including, assessing and managing business, community and environmental tasks.
- Lead the process of issue identification, rectification and resolution.
- Provide regular project status reports and updates on schedule, budget, technical issues to the Project Delivery Manager, PMO, relevant staff and stakeholders.
- Prepare, evaluate and manage subcontractors, ensuring compliance with safety and health, environmental and quality requirements and capability to perform the contract obligations.



Key Selection Criteria

In addition to the behavioural competencies outlined in this document the key selection criteria is as follows:

Formal Education

- A relevant Tertiary qualification in Project Management, Engineering or comparable work experience
- A Project Management qualification is desirable

Experience

- At least 5 years' experience in the Project side of the Roads or Infrastructure industry
- Medium to advanced computer literacy (internet, MS Office applications, MS Project database management, document control Prince 2 or Primavera P6 experience highly regarded)

Key Competencies

- Leadership, planning and organising
- Client focus and client management
- Problem solving, analytical and strategic thinking
- Analysis, evaluation, design and development
- Communication skills, negotiation and influencing
- General construction induction card (White Card)

Inherent Requirements

EastLink has identified the following inherent requirements that are essential for the effective and safe performance of this role.

People

- Accessing, viewing and updating sensitive information which may relate to customers, employees and/or company intellectual property;
- Honest, trustworthy and high level of integrity;
- Interacting with colleagues and senior management from across the organisation;
- Interacting with suppliers and contractors providing a service to EastLink; and
- Working independently and also within a team.

Work Environment

- Adjusting ergonomic equipment such as a computer and/or chair height which may be required due to sharing resources;
- Be eligible to hold a current security pass for EastLink workplaces;
- Working across multiple locations which requires travel between such locations;
- Working in a multi-storey building;
- Working in an open plan office;
- Working within an audited work environment, receiving regular performance related feedback; and
- Meeting reasonable occupational health and safety standards which are in direct compliance with relevant laws.

Resource Utilisation

- Using technology including photocopier, fax machine, etc;
- Using a telephone with handset or headset; and
- Using computer technology; including a large scale visual display unit, computer keyboard, mouse and/or scanner for extended periods of time.



Physical

- Ability to speak and be clearly understood on the telephone;
- Being seated at a desk for prolonged periods of time while operating technology;
- Concentrating for reasonably long periods of time;
- Extended reaching;
- Keyboarding tasks;
- Listening, retaining information and understanding what is said; and
- Undertaking tasks which are visually demanding or critical for long periods of time.

Eligibility to Apply

To be eligible for employment with EastLink, you must be an Australian citizen, an Australian permanent resident, a citizen of New Zealand who entered Australia on a current New Zealand passport or a non-Australian citizen holding a valid visa with work entitlements.

Key Selection Criteria

Advertised vacancies often attract a number of very good quality candidates so it is in your best interest to prepare an application that will demonstrate to EastLink that you are able to satisfy the requirements of the role.

Before you begin your application it is important that you read this document carefully and decide whether your skills and abilities match the requirements of the position. If you require additional information to make this assessment it is recommended that you phone Human Resources for a confidential discussion.

You may also wish to research additional information which may be sourced from documents found on our Internet site – www.eastlink.com.au

The key selection criteria outlined in the advertisement and/or this document describes the essential areas against which EastLink will assess your employment application.

This is the most important part of your application as it is your opportunity to inform EastLink about your skills, abilities and experience. Under each key selection criterion you should outline your relevant skills and abilities and give relevant examples that demonstrate that you meet the requirement.

The information you provide against the key selection criteria will form the basis for short listing candidates for further consideration. It is important that you address each criterion thoroughly but succinctly and include only information that is relevant to the position.

Helpful hints when addressing Key Selection Criteria

You should write a brief statement on each criterion which relates your experience to that criterion explaining how you possess those skills or knowledge, and positions or situations where you have used these attributes. It is advisable to use each of the selection criteria as a heading to logically set out your claim for the position, and use specific examples to demonstrate that you do meet the requirements of the position.

A recommended approach for addressing the selection criteria is to use the **STAR** model, which is:

Situation – provide a very brief outline of the situation or setting.

Task – outline what you did.

Action – outline how you did it.

Result – describe the outcomes. What did you achieve and the results of what you did.

Here is an example of how to frame your response to a selection criteria statement using the **STAR** model.

Example: “Demonstrated capacity to communicate effectively”

Situation – My role as Communications Advisor with ABC Enterprises.

Task – Ensure that all senior managers were kept informed of the status of projects in the various departments.

Action – Initiated online information paper, emailed to each senior manager. Took responsibility for writing lead articles. Obtained ideas and input from stakeholders to ensure articles reflected organisation’s needs (content, language, style, presentation).

Result – Feedback consistently excellent. Got achievement award for the initiative. Led to improved lines of communication with senior management and employees in the departments.

You can then translate these notes into full sentence and paragraph form for inclusion in your written application.

Here is another example of responding to the selection criteria statement above but by presenting the details in paragraph form.

My ability to communicate effectively with a range of people was demonstrated in a temporary role as reception with XYZ Organisation. I dealt with members of the community, officers from the local council and government departments, and representatives from private businesses on a daily basis. I communicated with these people face to face, over the phone and through use of email. As I was the first point of contact for the organisation it was very important that I was professional, courteous and helpful in my interactions. In recognition of my positive interpersonal skills my temporary position was extended for a further nine months.

Written applications that meet the essential selection criteria will be used as the initial basis for short listing applicants.

Submitting an Application

Written applications are to be sent to the address nominated in the advertisement or this document. Your application must arrive before the advertised closing date to ensure consideration.

As outlined above, your application covering letter should contain statements addressing the selection criteria. In addition, a resume, which includes your personal particulars including day time contact details, employment history (list your most recent employment first), relevant qualifications and the names and contact details for at least three recent referees, including current manager or supervisor should also be provided.

Some things to remember:

- Be concise and organise your application
- Provide relevant examples when addressing the selection criteria
- Please don’t include copies of qualifications or certificates (these can be obtained later)
- If forwarding your application by mail, please don’t insert your application in folders, they are only discarded and disposed of prior to your application being considered

Please be advised that applications which do not include a covering letter addressing the selection criteria and a current resume will not be considered.

Selection Activities

The selection process for this role consists of a number of important components all of which require success to be eligible for an appointment.

Initial Screening

The selection process begins with EastLink reviewing your resume and making an assessment of your skills, knowledge and abilities giving consideration to our education, experience and employment history and assessing their relevance to the requirements of the position. It is important, therefore, that your application addresses all aspects of the selection criteria as clearly as possible. Spelling and grammar are an important element to your application, so you should review your application carefully prior to sending.



Telephone Screening

Human Resources may contact you by telephone to discuss your application and the position further. This is your opportunity to represent yourself, and to discuss why you have applied for the position. You will be able to talk about your expectations and find out more about the position and work environment.

Interview

Short listed candidates will be interviewed by a small selection panel at either EastLink's Ringwood Office. If you have any special requirements (eg. disabled parking, wheelchair access) please contact Human Resources so that appropriate arrangements can be made.

The selection panel will ask you a series of behaviour based interview questions related to the selection criteria. At the interview, the panel will be seeking to determine your relative strengths and weaknesses in relation to the position by asking you about specific examples or occasions when you have displayed the required competencies.

You will have the opportunity to ask questions, given the chance to demonstrate your interest in and understanding of the position and its duties. You should allow up to an hour and a half for an interview. It isn't necessary to bring anything with you to the interview.

Candidates short listed at this stage of the selection process may be required to attend a second round interview.

Technical Skills Assessment

Short listed candidates may be requested to complete technical competency assessment following the interview.

Pre-Employment Checks

EastLink is committed to providing a safe and healthy working environment for its employees, contractors and visitors. To achieve this, EastLink strives to ensure that employees are not required or permitted to undertake work for which they are not suited and to take appropriate measures to allow work to be done in a manner which will not put any person at risk to their health and safety.

To assist EastLink in achieving this objective, short listed candidates will be required to complete a pre-existing health declaration and must disclose any/all pre-existing injuries or diseases suffered, which, they reasonably believe could be accelerated, exacerbated, aggravated or caused to recur or deteriorate by them undertaking this role.

Short listed candidates may be required to undergo a vision assessment by an Optometrist and a hearing assessment by an Audiologist prior to commencing employment. The cost of this consultation will be met by EastLink.

Referees

In accordance with EastLink policy a minimum of three (3) professional referees are required. This should include, where practicable, the most recent manager / supervisor who can be contacted to discuss the employment application.

Eligibility for Appointment

Candidates who complete the selection process and meet all the selection criteria will be eligible for appointment with EastLink. Where there are more eligible candidates than available positions, offers of employment will be extended to those candidates whose attributes are most closely aligned with the organisation's requirements.



Other Information

Position Status

This position is offered on a Full Time basis.

Remuneration

The total remuneration, which includes superannuation, offered for this role will be negotiated with the employee.

Commencement

The position is available for an immediate start.

Proof of Entitlement to Work

Upon commencement of employment with EastLink all new employees will be required to confirm their identity and present proof of entitlement to work in Australia. The following documents will be accepted:

- Australian birth certificate
- Australian citizenship certificate
- Certificate of evidence of citizenship
- Australian passport
- Valid visa with permission to work

Probation

All new employees of EastLink will be subject to a probationary period of three (3) months. Confirmation of continuing employment beyond the end of the probationary period will be provided before the expiry of the probationary period and will be contingent upon satisfactory performance, satisfactory behaviour and meeting any necessary security clearance or other specified employment pre-requisite requirements.

Police Check

Successful applicants shall be required to consent to, and satisfactorily complete, a criminal history check upon commencement of employment at no cost to the employee.

Location

This role will be based at Ringwood and the incumbent may be required to travel or transfer between locations to the extent needed to effectively carry out the responsibilities of the role. Domestic travel may be required.

Hours of Work

Ordinary hours per day will generally be a minimum of 7.5 hours. However, the successful applicant may be expected to work hours as reasonably necessary for the proper performance of their duties whether during or outside normal business hours. There is a requirement to work outside normal business hours from time to time.

Travel

Travel expenses, as per EastLink policy will be reimbursed to employees requested to attend a location that is not their normal work location. The amount paid for motor vehicle expenses will be based on the Australian Taxation Office provided schedule and will be calculated on the additional distance they are required to travel over and above their normal travel between home and work.

Qualifications

If you list formal qualifications on your application, please note that you may be required to provide the original qualifications at any time during the selection process.

However, if you are the successful applicant, either on engagement, promotion or transfer, you will be required to provide the original qualifications prior to commencement in the position.

Work Life Balance

A number of initiatives have been introduced across the organisation which demonstrates our commitment to work life balance. These initiatives are underpinned by our values and behaviours and are embedded in policy and procedural arrangements and the *ConnectEast Customer Operations Employees Collective Agreement 2013*.

EastLink is committed to conditions of employment that support employees to achieve a successful work life balance through diversity of choice with regards to work patterns and a range of leave arrangements to enact the *Time Better Spent* philosophy of a better balance of work, family and lifestyle commitments benefiting employees and the organisation.

Some of the arrangements that EastLink supports includes:

- Flexible Working Hours
- Part Time Work
- Job Share
- Internal Promotional Opportunities
- Time in Lieu
- 48/52 Leave



Benefits

EastLink also offer a range of benefits to enhance the employment experience of its people which may include:

- Employee Tolls Reimbursement
- Fruit in the Workplace
- Health & Wellbeing Program including health assessments
- Employee Assistance Program
- Social Club
- Discount Employee Benefits
- Subsidised study fees

Smoke Free Workplace

The health dangers associated with active smoking are well known. ConnectEast also recognises that passive smoking may be hazardous to health and that non-smokers should be protected from the involuntary inhalation of second hand tobacco smoke.

EastLink is a smoke free environment and smoking on Eastlink work premises is not permitted.