

POSITION TITLE	Senior Cost Controller (RRR)
CLASSIFICATION	VPS6
SALARY RANGE	\$125,893 – \$168,473 plus superannuation
LOCATION	222 Exhibition Street, Melbourne 3000 (may be required to travel regionally/spend time in regional offices)
EMPLOYMENT TYPE	Up to 2 years - Fixed Term, Full Time
FURTHER INFORMATION	Bridget Forbes - HR Advisor on (03) 9655 6619

About Rail Projects Victoria, Major Transport Infrastructure Authority

Rail Projects Victoria, Major Transport Infrastructure Authority (RPV), is the Victorian Government body responsible for the delivery of the Metro Tunnel Project, Regional Rail Revival, Melbourne Airport Rail, and the Western Rail Plan including fast rail between key regional cities and Melbourne. RPV, MTIA 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.

Major Transport Infrastructure Authority (MTIA) comprises of Level Crossing Removal Project (LXRP), Rail Projects Victoria (RPV, MTIA), North East Link Project (NELP), West Gate Tunnel Project (WGTP) and Major Road Projects Victoria (MRPV).

Why work with us

Employees at RPV, MTIA 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, MTIA 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, MTIA 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

RPV, MTIA is seeking to engage a Senior Cost Controller to support the South West and North regions for our Regional Rail suite of projects in Victoria.

Reporting to the Cost Control Manager as part of the Project Controls team, the Senior Cost Controller will fulfil an exciting, active and crucial role in the planning and successful delivery of Rail Projects Victoria (RPV) program of works. As such, you will be required to have experience of large infrastructure and/or multidisciplinary projects in a similar role and a relevant tertiary degree such as Quantity Surveying, Engineering, Construction Management or in a related field.

As a Senior Cost Engineer/Controller, you will be responsible for ensuring RPV is meeting ongoing internal and external progress monitoring and reporting requirements, play a key role in change management as well as being part of ongoing support for the Project Team during the development, procurement and delivery phases to ensure the successful delivery of the projects.

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 in Quantity Surveying, Engineering, Construction Management 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. Responsibility for all aspects of project cost control including allocating budgets, reporting cost deviations, cash flow reporting, cost forecasting and change management.
2. Assist in the development of business cases, to provide the state with an accurate project cost estimate, including analysis of historic costs for benchmarks.
3. Maintain the Project Controls System to ensure data integrity and accurate reporting is provided in a timely manner.
4. Ensure that performance reporting on progress is achieved and cost outcomes delivered.
5. Participate in contractor bid reviews and assist in contractor variation and claims evaluations.
6. Process monthly contractor progress claims ensuring relevant variations have been approved and the claim processed within the approved contract value.
7. Support the Work Package Teams by undertaking necessary internal tasks to prepare key project reports and provide cost control and change management support across the project scope as required.
8. Work closely with various functional areas across the authority (including commercial, legal, and finance teams) to ensure best for project outcomes are achieved.
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Key Selection Criteria

1. Extensive experience with the application of Cost Control and Project Management principles.
2. Sound understanding of project controls mechanisms including cost forecast, program and month end reporting.
3. Demonstrated project cost control experience within major construction or infrastructure projects (experience in rail projects and understanding of rail terminology will be considered favourably).
4. High degree of competency with various software products such as Microsoft Office suite and document management systems.
5. Experience in critically reviewing cost forecasts considering expenditure to date and construction programs.
6. Ability to work independently and collaboratively within multidisciplinary teams, delivering quality work within established timeframes to ensure key project risks are identified and managed to resolution
7. Experience providing guidance and motivating a team to deliver outcomes.
8. Flexibility and the ability to manage ambiguity and complex relationships within a large project.
9. Well-developed organisational skills, with attention to detail and the ability to complete tasks in a timely manner.
10. Excellent interpersonal and communication skills, with proven ability to engage and manage project stakeholders.

Qualifications

Bachelor (or higher) qualification in Quantity Surveying, Engineering, Construction Management or a related discipline is mandatory.

Note: As part of RPV's recruitment process, **every** qualification listed on a candidate's CV will need to be verified during the pre-employment check stage.

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. Please note we will be reviewing your application upon applying and will be contacting you shortly after the close date with an outcome.

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 all pre-employment checks.

Equal Opportunity Employer

RPV, MTIA 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, MTIA is subject to the terms and conditions outlined in the Victorian Public Service Enterprise Agreement 2020 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, MTIA 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, MTIA 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, MTIA 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 re-locate to Melbourne including air travel, transport of household items and four weeks accommodation.

Diversity @ RPV, MTIA

At RPV, MTIA 'diversity' includes all the ways in which employees differ, and the valuable contribution that all of these differences bring to the Authority. RPV, MTIA'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, MTIA 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, MTIA 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.