# Executive Director

Program Development and Performance

## About the role

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| **Salary range and classification** | Per annum – $162,726 to $193,163  Per fortnight – $7,253.80 to $8,420.40  Plus super and leave loading benefits.  Classification level SES |
| **Employment type** | Flexible, full time, fixed-term temporary  Maximum five-year contract |
| **Contact officer** | Ian Quinn at Dean & Ling Executive on 0403 343 097 or [iquinn@deanling.com.au](mailto:iquinn@deanling.com.au) |
| **Primary location** | 61 Mary Street, Brisbane |
| **Reporting** | Reports to General Manager – Portfolio Investment and Programming  Direct reports – six |
| **Job ad reference no** | QLD/573910/24 |
| **Closing date** | Monday, 8th July 2024 |

## Why join TMR?

Transport and Main Roads' (TMR) vision is to create a single integrated network accessible to everyone. We are delivery focused, united by our purpose to make a difference to the lives of Queenslanders.

Every day is different and so are our teams. We foster an inclusive workplace culture and will support you to grow and develop in your career while maintaining a healthy work-life balance.

TMR is committed to reconciliation and creating a workplace that empowers Aboriginal peoples and Torres Strait Islander peoples to thrive.

We strongly encourage applicants from all life experiences and backgrounds to apply.

Please tell us about any additional support or adjustments, such as interpreting services, physical requirements, or assistive technologies, that will better enable you to shine during the recruitment process.

## About us

Program Development and Performance section develop, manage and publish Queensland Transport and Roads Investment Program (QTRIP). The QTRIP is developed annually to meet legislative requirements and details transport and road infrastructure projects across local, state and national networks that the Queensland Government plans to deliver over the next four years.

Through the delivery of priority initiatives, activities and projects, our Program Development and Performance teams add value by:

* Lead and manage the development of the transport infrastructure portfolio including, funds management, reporting, controls and portfolio risk management
* managing approvals for program variations, land resumptions, road declarations and Executive Council, Ministerial and DDG contract and project approvals
* ensuring governance and legislative requirements are met for federally-funded projects
* monitoring program delivery performance and managing program changes
* building capability across the department by delivering TMR's project management, estimating and scheduling training programs
* contributing to front-line system support for TMR Transport Infrastructure Portfolio systems including the 3PCM Solution.​

## Key responsibilities

The purpose of the Executive Director role is to lead the Program Development and Performance section to deliver their priorities, activities and projects.

Some of your responsibilities will include:

* Leading the Program Development and Performance section to deliver government priorities and ensure exceptional client service delivery.
* Collaborating with the key stakeholders from state and local governments and key industry stakeholders to lead the annual development, approval and publication of the $32.1 billion Queensland Transport and Roads Investment Program (QTRIP).
* Collaborating and negotiating with the Australian Government to manage the joint-funded investment program in line with the agreed Federation Funding Agreement.
* Leading the development of state-wide policies, systems and processes to enhance program and project management capability across TMR.

## About you

We recognise and celebrate that everyone is unique and seek the applicant best suited to the role. We will assess your experience, knowledge and acquired skills, as well as your potential for development and your personal qualities. To thrive in this role, you will need to demonstrate the following:

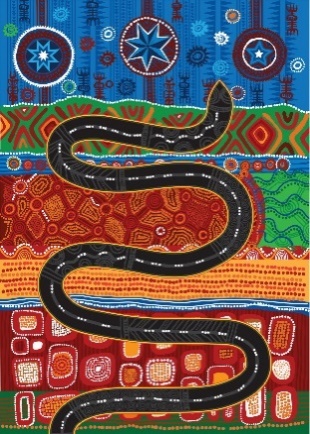
### Mandatory qualifications and conditions

* Due to this role having access to sensitive data, a criminal history check will be undertaken prior to appointment to the role.
* All persons remunerated at SES level or above are required to provide a Declaration of interest on an annual basis, and when their circumstances change.

**Experience, knowledge, skills, and attributes**

* Well-developed leadership skills and strong stakeholder engagement skills to lead complex funding negotiations and achieve optimal outcomes for infrastructure projects in Queensland.
* Experience providing comprehensive, timely, and accurate corporate reporting and responding to enquiries from senior management, government representatives, and ministerial.
* Demonstrated experience resolving complex program development and management issues.
* Experience implementing strategies and policies, while ensuring quality client service delivery, across public, private and/or not for profit sectors.

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| **Important information for applicants** | Recommended applicants will be subject to pre-employment checks before an offer of appointment. Refer to the Applicant guide for more information. |
| **How to apply** | Please provide the following information to the panel to assess your suitability:  • Your CV or resume (maximum five pages)  • A cover letter (maximum two pages) demonstrating how your experience, skills, knowledge, and attributes make you the most suitable candidate given the role responsibilities and requirements.  Apply online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) |



The Queensland Government is reframing its relationship with Aboriginal peoples and Torres Strait Islander peoples.

This can only be achieved by working in partnership as we move forward together with mutual respect, recognition, and a willingness to speak the truth about our shared history.

At TMR, we value the relationships and contributions Aboriginal peoples, and Torres Strait Islander peoples make to our diverse and inclusive workforce and the people of Queensland.

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| **Date reviewed** | **Position number** | **JEMS ID** |
| April 2024 | 16012943 | 23795 |