

Position Description

Title	Director, Project Development
Location	Alexandria, VA

1. Purpose of Position

This position will contribute to the success of Transurban in the USA through the identification, initial assessment and pursuit of new opportunities to improve shareholder return. This will involve the provision of strategic thinking, commercial advice, analysis and functional support across the business.

The position requires an ability to work autonomously at a high level while maintaining and coordinating the input and support of specialist functions and services from the US and Australia. The incumbent will manage these inputs to ensure overall success.

The incumbent will negotiate key contracts and agreements with clients and partners and coordinate specialist input from internal and external adviser groups supporting these negotiations.

The requirement for project management and development support will emanate primarily from Transurban's US Development Group activities, as well as initiatives that are led by Strategy.

2. Key Accountabilities

Key Accountabilities	Targets
<p>Markets and Business Development Develop and grow Transurban's footprint in the US to support strategic plans</p>	<ul style="list-style-type: none"> • Lead project pursuits developing bid strategies and plans for success • Develop a partnership approach with our client and co investing sponsors, involving all parties • Develop strategic relationships with contractors, consultants and other project partners to facilitate highly skilled consortiums for projects • Define project requirements in terms of budget, resources and skill sets • Manage the development of comprehensive and operational strategies & commercial cost models to support tenders and bids • Prepare strategic development plans and execution strategies for the benefit of the US Business • Represent Transurban in technical & functional discussions with partners, clients & advisers to gain credibility and enhance deal success • Develop ExCo and Board papers and presentations • For bids and submissions ensure a high standard of cost modelling, documentation

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	and presentation material
<p>Project Management and Oversight Provide a high level of leadership throughout the bid/development phase between Transurban and its clients</p>	<ul style="list-style-type: none"> • Be the lead manager and representative for all aspects of Transurban's input and involvement in the bid team (where a co-sponsor leads the bid team) • Lead the bid team on behalf of investing sponsors, working within a framework of agreed sponsor strategies (where Transurban leads the bid team) • Provision of regular progress reports and cost reports • Support for the transition of projects from bid to implementation and operational phases across the business • Develop and manage bid project plans, or sub plans, with detailed objectives, scope, milestones, resources and dependencies
<p>Business Engagement Maximise the value within the matrix organization</p>	<ul style="list-style-type: none"> • Build strong relations with key representatives from Technology, Strategy, Delivery and Operations Excellence in Australia to ensure two way knowledge transfer is maximised • Build strong relations with other key members of the including O&M, Traffic and TTMS and Project Delivery specialists to ensure whole of bid perspectives are taken
<p>Development, bidding and acquisition support Provide advice and support for the early stage development process and prepare an overall framework for the effective input of data, costing, procurement, risks management and engineering solutions.</p>	<ul style="list-style-type: none"> • Bids, submissions and proposal have been provided with relevant and timely advice and engineering inputs. • Bids (projects) are capable of being delivered as per their stated financial, risk and timing commitments. • A commercial framework for the US Business is prepared and maintained to ensure that bids are won at the 'right' price and project risks are apportioned to relevant parties. • A Risks Management framework is established and well maintained. • Options for consortium, construction or alliance partnerships are available as required to support business proposals and which provide a competitive advantage. • Project partners are selected and relationships and alliances are actively managed – in line with global strategies • Construction industry relationships are well developed and maintained. • Provide advice and services in the initial assessment of M&A opportunities, with a particular focus on potential asset enhancement opportunities post purchase

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	and the integration challenges when multiple roads and or systems are bought together.
<p>Knowledge Development Provide a knowledge base to build the US business and target high value opportunities and strategic partners</p>	<ul style="list-style-type: none"> • Conduct R&D on managed lanes, toll roads & agencies in the US and develop a repository of benchmark data to support bid, partner and strategic assumptions • Attend/present at industry focussed panels, seminars and conferences, conduct site visits etc to build subject matter expertise • Prepare position and/or option papers, or strategic planning documents as required to support the growth of the US business
<p>Design & Construction /O&M Contracts Provide management of the Company's commitments during the bid/development phase of a concession asset or technology project.</p>	<ul style="list-style-type: none"> • Contracts are scoped, awarded and effectively managed to ensure required deliverables – timing, costing, risk mitigation etc. • Tenders, contracts and agreements meet high probity standards and contain appropriate remedies to address any conflict of interests, failures or shortfalls. • Ensure effective financial management, performance monitoring and probity systems are in place and followed in accordance with the Company's procedures and guidelines
<p>Asset Design & Corporate Social Responsibility Ensure design principles and standards are adhered to in order to protect the Company's agreed design position.</p>	<ul style="list-style-type: none"> • Projects meet or exceed Transurban Road design principles. • Environmental and community issues are at the forefront of decision making. • Road designs deliver maximum traffic / revenue opportunities and deliver high levels of driver satisfaction. • Projects maximise the opportunity to deliver integrated transport solutions for communities and clients. • Technology is effectively utilised to deliver required commercial outcomes.
<p>People Leadership and Culture Support managers in the development of high performing teams for growing the US business</p>	<ul style="list-style-type: none"> • Provide regular leadership, mentoring and coaching to all team members • Promote and implement effective people management practices • Actively build a high performing team • Conduct effective annual performance reviews and align performance plans to business goals and company values • Achieve 100% completion by the due dates for Performance Plans (KPI's), Performance Reviews, Personal Development Plans, and Succession Management • Where relevant, proactively manage action plans from Employee Surveys to improve/maintain employee engagement • Effectively manage staff turnover, absenteeism

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	<p>and annual leave liability</p> <ul style="list-style-type: none"> • Manage staff safety to ensure no Lost Time injuries occur • Ensure the appropriate team structures and processes are in place to meet demand and workload
<p>Operations Continuous Improvement Support Operations innovation</p>	<ul style="list-style-type: none"> • Assist in the development of innovative operational solutions which are progressive, market relevant, client & customer focussed and are consistent with current and future operational capabilities
<p>Diversity Support managers in the promotion of company diversity policy</p>	<ul style="list-style-type: none"> • Demonstrates understanding of Diversity objectives through behaviors and promotion in the workplace • Consistently treats employees with dignity and respect no matter of their position or status • Creates and maintains a work environment that is respectful and accepting of diversity • Clearly communicates the company Code of Conduct for expected behaviours and process for reporting inappropriate behaviors • Effectively recruit, promote and maintain a diverse workforce
<p>OHSAS and Safety</p>	<ul style="list-style-type: none"> • Ensure safety in design and relevant industry standards are maintained in bids.

3. Policy, Planning and Reporting

The incumbent will be expected to develop policies, plans and reporting frameworks for the North American market in accordance with the global Delivery and Operational Excellence and Strategy framework.

4. Transurban Group Values

The incumbent is expected to support and promote the following Company values:

Integrity:

- Have the courage to speak up and do what is right
- Be who you say you are
- Communicate openly and honestly
- Explain the reasons behind your decisions
- Apply policies and actions equally

Accountability:

- Do as you say you'll do
- Act on what is agreed
- Take responsibility for your actions
- Create and maintain a culture of trust and accountability
- Be clear and inspiring in your direction

Collaboration:

- Seek and value the contribution of others – do it early, even in the formative stage
- Work together to get the best outcome
- Maintain positive relationships

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- Encourage others to succeed
- Identify and use experts, even if outside the team
- Understand and consider other points of view
- Identify and work together to achieve shared goals

Ingenuity:

- Be forward thinking
- Challenge yourself to find better ways of working
- Strive for excellence
- Foster creativity
- Create an environment that supports new ways of thinking and working

Respect:

- Appreciate different views and approaches
- Listen and suspend judgement
- Respond to the needs of others
- Value everyone's safety as well as your own
- Contribute to the creation and maintenance of a culture of trust, responsibility and inclusiveness

5. Key Selection Criteria

Required

- Entrepreneurial capabilities and the ability to develop & execute strategy in a way that can be delivered operationally
- Proven experience in (i) P3 / PPP, in Project Finance, (ii) in structuring and managing infrastructure /construction projects
- Proven commercial skills, including business analysis & financial modelling experience
- Naturally analytical with strong research, analysis and writing capabilities (to present incisive and impact-full reports and presentations)
- Significant experience in the development and implementation of business cases
- Exceptional project management skills
- Proven ability to work at senior levels to progress agreements that facilitate successful outcomes involving contractual partners
- Ability to construct and negotiate D&C deals
- Politically savvy and able to command respect and confidence
- Outstanding people leadership capability
- Effective communication, presentation and report writing skills
- Experience in traffic and financial analysis
- An understanding of operational management including outsourced contracting and customer service models
- Energetic and achievement orientated as well as commercially aggressive and pro-active
- Experience and established relationships in the North American market
- Strong computer based skills including presentation and graphic skills

Attributes

- Strong interpersonal skills and the ability to communicate to a diverse audience
- A team player with the ability to manage relationships with a range of internal and external stakeholders
- Be energetic, committed and have a sense of urgency
- Good sense of humour and capable of overcoming obstacles

Education

- Bachelor's degree in, Engineering, Accounting, Economics required; MBA or equivalent

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highly regarded

- Extensive knowledge of the challenges and risks associated with the development and delivery of complex toll road projects
- Experience in the management and oversight of large civil and technical infrastructure projects
- Knowledge of application of technology and Intelligent Transport Systems

**Qualified candidates –please submit resumes to tucruit@transurban.com.
Transurban (USA) Inc. is an Equal Opportunity Affirmative Action Employer EOE AA M/F
Vet/Disability.**

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