

Position Description Project Scope Change Manager- Alliance

POSITION DETAILS

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| Department / Team: Alliances | Reports to (title): Senior Commercial Manager |
| # Direct Reports: 0 | # Indirect Reports: 0 |
| Location: South Brisbane | Salary Banding: N/A |

THE CROSS RIVER RAIL PROJECT

Cross River Rail will transform the way we travel to, from and through Brisbane in the future. It is a catalyst for wider rail transformation underway across the South East Queensland and it is already playing a key role in how we prepare for the 2032 Olympic and Paralympic Games.

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD, with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street. The Cross River Rail Delivery Authority is also tasked with multiple supporting projects and activities, including accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast, upgrades for stabling yards, track works and surface rail enhancements, and the introduction of a new world-class digital train signalling system.

Further Information: www.crossriversrail.qld.gov.au

OUR VALUES AND BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curios, asking questions to understand.
- We work through issues together and help each other.



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.

ROLE OVERVIEW

The Project Scope Change Manager- Alliance plays a key role in coordinating and assuring the effective management of scope change within the Alliance delivery model. As an embedded CRRDA Participant representative, the role is responsible for ensuring that all project changes—whether initiated by CRRDA, the Alliance, or external stakeholders—are identified early, collaboratively assessed, and progressed through appropriate governance pathways within agreed timeframes.

This position serves as the key interface between CRRDA and the Alliance working closely with Delivery, Technical, Project Controls, Commercial, Risk, and Governance. The role supports the development of Scope Variations and potential Adjustment Events, informs the Alliance Management Team (AMT) on recommendations to support decision making.

The Project Scope Change Manager- Alliance is accountable for managing and coordinating all changes to project scope, timelines, deliverables, and responsibilities within the Alliance contracting framework. This includes preparing and assessing change requests, ensuring that all changes are thoroughly reviewed, clearly communicated, and formally resolved.

The role involves proactive identification and management of potential changes in alignment with CRRDA's strategic objectives. It leads the full lifecycle of change—from early identification and impact analysis to stakeholder engagement, governance coordination, and close-out—ensuring all change processes are transparent, auditable, and efficient.

This position reports to the Senior Commercial Manager and is embedded within the Alliance team.

KEY RESPONSIBILITIES

Change Management and Coordination

- Lead the coordination and progression of changes affecting project scope, cost, schedule, or risk within the Alliance.
- Identify and track potential changes, ensuring early escalation to the Alliance Management Team.
- Manage inputs and reviews from technical, delivery, commercial and legal advisors.
- Maintain and update the Alliance Change Register and ensure accurate tracking to support transparent decision-making.

Stakeholder Engagement and Communication

- Collaborate with Alliance teams and CRRDA representatives to assess and develop change proposals.
- Act as the primary liaison between the Alliance and CRRDA for all change-related matters.
- Facilitate workshops and discussions to explore risk, cost, and schedule impacts of proposed changes.
- Keep the CRRDA Controls, Commercial, Risk, and Governance teams informed of all progressing changes.

Governance and Reporting

- Coordinate the change development process through Alliance Management Team and CRRDA internal approval pathways.
- Ensure change proposals are assessed and decisions are made within agreed timeframes, supported by clear rationale and analysis.
- Contribute to monthly reporting cycles by providing accurate and up-to-date information on change activities, including status updates, key risks, decisions made, and forecasted impacts on project scope, schedule, and budget.

Strategic and Commercial Contribution

- Support CRRDA in the preparation of funding submissions, business case variations, and executive briefings.
- Support alignment of scope change outcomes with Target Outturn Cost (TOC) processes and gain/pain share

- Contribute to continuous improvement by capturing lessons learned from post-change reviews.

Process Improvement and Compliance

- Ensure change management processes comply with CRRDA policies, procedures, and safety requirements.
- Support process optimisation and alignment with audit and governance standards.

KEY COMPETENCIES

- Proven experience leading structured change processes within major infrastructure or alliance environments, including assessment and resolution of changes across scope, schedule, cost, and risk.
- Strong stakeholder engagement and facilitation skills, with the ability to lead workshops, build consensus, and collaborate across client, contractor, and multidisciplinary teams.
- Sound analytical and problem-solving capabilities, with the judgement to assess commercial, cost, and risk implications of change and provide practical recommendations.
- Strong understanding of governance and compliance frameworks within government or major project environments, including formal approvals processes, commercial arrangements such as gain/pain share mechanisms, and the preparation of business cases.
- Strong written and verbal communication and reporting skills
- High attention to detail and accountability in managing change documentation, registers, and records to ensure auditability and compliance.
- Relevant tertiary qualifications in Quantity Surveying, Business, Engineering, Construction Management, or Project Management.