



Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title Infrastructure Diagnostics Vehicle Coordinator	Level 6	Position Number 34848
Division/Directorate Network & Infrastructure	Branch/Section Track & Structures Branch	
Effective Date January 2016	Health Task Risk Assessment Category 1	

Reporting relationships

Superordinate: Track Infrastructure Maintenance Manager, Level 7
Subordinates: No Direct Reports (*ad-hoc supervision of inspection staff*)

Key role of this position

Manages, operates, and supervises the operational performance and maintenance of the Infrastructure Diagnostics Vehicle and its systems, to meet the Public Transport Authority's infrastructure asset management requirements.

Core duties and responsibilities

Leadership

- Provides leadership direction, guidance, technical expertise and support in the operations of the Infrastructure Diagnostics Vehicle (IDV).
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Monitors team performance against KPIs, action plans and other measures, taking necessary action to continuously improve performance.

Supervision

- Supervises staff in the operations and data collection for the IDV systems.
- Monitors and assesses staff competence and identifies training requirements in accordance with the PTA's procedures.
- Reviews all relevant Infrastructure Diagnostics Vehicle's records and documents to ensure they are accurately managed in accordance with the legislative and obligatory requirements.
- Assists in the assessment and trending of inspection data.
- Coordinates the IDV's staff rosters ensuring compliance with the established schedules.



Technical

- Monitors processes and work practices; recommending changes with a view to improving the systems and introduce best practice.
- Assists with evaluations and assessments of the suitability of new technologies, as required, relevant to the improvement of IDV's systems performance.
- Generates reports and recommendations to the PTA Network and Infrastructure staff in implementing maintenance programmes.
- Develops and updates the PTA's Infrastructure Assets Management Plans.
- Maintains an efficient level of operating performance associated with train control requirements in the operations of the IDV.
- Liaises with railway operations to achieve train paths for the vehicle to operate effectively.
- Coordinates and analyses equipment failures and reliability, and reports on irregularities and faults with contract support.
- Assists in the operation of the IDV and its systems.

Administration

- Checks timesheets for accuracy in working hours and budget allocations for approval by management.
- Prepares customised reports as required.
- Provides technical direction, guidance and support to the IDV's team.

Compliance

- Ensures the IDV's performance requirements are fully complied in accordance with the PTA's Code of Practices, safety standards, operational procedures and corporate policies.

Customer Liaison

- Liaises with the functional and operational areas within the PTA, as required to achieve optimum train service operations.

Training and Development

- Plans and delivers training and/or coordinates the delivery of training programs for the Branch and associated staff on the Rail Safety requirements.
- Develops and implements training programs, plans and strategies in conjunction with the Recognised Training Organisation (RTO) for the Branch.
- Monitors and assesses staff competence in the field, where necessary taking immediate action to remedy incorrect application of work outputs.

Essential Work Related Requirements

1. Job Specific

- Relevant experience within a rail environment, including in-depth railway experience in maintenance and train operation systems.
- Sound knowledge of:
 - Railway maintenance standards, particularly as they apply to track and other associated rail assets.
 - Rail infrastructure recording systems, measurement devices, calibration procedures, statistical analysis and on track vehicle operation within a rail environment.
- Good understanding of and dedicated commitment to Railway Safety and safeworking systems.

2. Leadership and Management

- Demonstrated leadership and management skills, including demonstrated:
 - Skills and experience managing and coordinating resources for infrastructure activities (i.e. employees, contract, finance, and/or assets).
 - Ability to drive a sense of direction and achieve results to deliver organisational requirements within a rail safety environment.



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3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal communication skills, including demonstrated:
 - Ability to build and maintain effective working relationships with a range of people.
 - Work effectively in a team environment.
 - Excellent negotiation and customer service skills.

4. Conceptual, Analytical and Problem Solving

- Sound conceptual, analytical and problem solving skills, including a demonstrated ability to:
 - Analyse information, identify trends and issues and make recommendations that contribute towards ongoing improvements.
 - Take control and resolve problems in emergency situations.

5. Organisation

- Good planning and organisation skills, including demonstrated:
 - Experience in planning and scheduling works in restricted working windows and coordinating resources for maintenance or construction activities.
 - Ability to coordinate and manage projects and/or work programs.

6. Computer Literacy

- Sound level of computer literacy, including a demonstrated ability to competently use relevant PC based diagnostic tools and software packages.

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Possession of a current Western Australian 'C' class driver's license or equivalent.
- Ability to work unsocial hours, including call outs.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirement within an agreed period of time after appointment.
 - Protection Officer Level 2 with RRV
 - Senior First Aid
 - Frontline Management Training
 - OS&H training for supervisors
 - TLI40710 Certificate IV Qualification in Rail Infrastructure
 - Certificate IV in Training and Workplace Assessment



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Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date



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