



Our Purpose

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

Position Title Quality Compliance Officer	Level 5	Position Number 34889
Division/Directorate Major Projects Unit	Branch/Section Safety & Quality	
Effective Date January 2016	Health Task Risk Assessment Category 1	

Reporting relationships

Superordinate: Executive Director Major Projects Unit, Class 2
Subordinates: No Direct Reports

Key role of this position

Performs inspections, internal safety audits and carries out surveillance of works, inspects records and reports on compliance with contract safety conditions and specifications to ensure that public, occupational safety & health, construction safety, traffic management safety and rail safety requirements are met and that operational interface arrangements are satisfactorily implemented.

Core duties and responsibilities

Works Management

- Inspects safety aspects of construction and maintenance works, immediately addressing issues found at site, communicating findings back to management for further action.
- Identifies potential safety risks associated with the delivery of construction and maintenance contracts and assists Contract Manager with risk mitigation measures.
- Inspects safety records of contractors and compliance with requirements, providing reports for areas of improvement.
- Assists contractors to improve their safety management systems and associated documentation.
- Provides guidance on interfacing between separate work parties or contractors working on the same site.

Compliance & Investigation

- Reviews and assesses safety related aspects of Inspection and Test Plans (ITP's), identifies where safety related 'hold points' are detailed and ensures that actions required at the respective hold point occur.
- Conducts inspections for the release of safety related hold points as identified in the contract and reports non-compliance with required hold point actions.



- Reviews contractors' safety documentation and provides feedback on adherence and compliance with the Public Transport Authority's (PTA) requirements.
- Conducts safety audits on internal processes and work sites, prepares audit reports and monitors progress on actions, preparing progress summaries for management.
- Undertakes and/or oversees investigation of accidents/incidents and reports on issues and recommendations.
- Assists in projects records relating to the safety requirements of contracts and compiles periodic safety performance reports.

Continuous Improvement

- Produces and analyses safety statistics and information preparing performance dashboards and management reports highlighting areas for improvement.
- Identifies opportunities and improvements, relating to safety, in the delivery of projects, process and procedures and make recommendations to management.

Technical

- Provides guidance on safe working requirements for PTA employed consultants intending to visit PTA worksites or sites under PTA control.
- Provides expert advice and support on safety related matters across the Division.

Stakeholder Liaison

- Coordinates and liaises with stakeholders for contract works to ensure that all work groups are aware of and comply with the PTA's procedures when conducting work.

Other

- Attend meetings on behalf of the Quality System Manager.
- Other duties as required.

Essential Work Related Requirements

1. Job Specific

- Possession of a Certificate IV in Occupational Health and Safety or significant relevant experience in a similar role.
- Possession of an auditing qualification or certificate or significant auditing experience.
- Demonstrated experience in construction site safety management or supervision in the disciplines of civil, mechanical and/or electrical.
- Considerable practical application of and understanding of the safety principles to meet the requirements of the OSH Act and Rail Safety Act 2010.

2. Communication and Interpersonal

- Well developed communication skills (written, oral and interpersonal) including the ability to build and maintain stakeholder relationships and the ability to resolve conflict situations effectively.

3. Conceptual, Analytical and Problem Solving

- Highly developed investigative, analytical and problem solving skills, including the ability to make sound recommendations to resolve issues.

4. Organisation

- Well developed skills in completing day work and other assignments effectively with minimum direction and supervision.



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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' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the Authority may be required.
- Ability to work some unsocial and extended hours and be on call when necessary
- Ability to occasionally work and travel in country areas.
- Applicants must meet the special requirements shown below within an agreed period of time after appointment to the position. (Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment).
 - Possession of Track Access Permit to Accreditation Level IA.

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

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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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