



### Our Purpose

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

#### Position Title

Quality Systems Officer

#### Level

5

#### Position Number

34857

#### Division/Directorate

Major Projects Unit

#### Branch/Section

Safety & Quality

#### Effective Date

January 2016

#### Health Task Risk Assessment Category

3

#### Reporting relationships

Superordinate: Executive Director Major Projects Unit, Class 2

Subordinates: No Direct Reports

#### Key role of this position

The primary role of this position is the responsibility for the coordination of Major Projects' quality assurance program to align with AS/NZS ISO 9001. This role is also responsible for the coordination of the division risk management program and for the coordination of the division Internal Audit program.

#### Core duties and responsibilities

##### Quality Management

- Maintains the Major Project's (MPU) Quality Management System to align with ISO AS/NZS ISO 9001 requirements.
- Coordinates the project internal audit program to address quality, workplace safety & health and rail safety risks.
- Coordinates the development and monitoring of the quality Internal Audit schedule to include the identification of the audit scope, criteria and audit resource.
- Conducts internal quality audits, prepares reports and verifies timely close out of audit findings.
- Contributes to the identification and implementation of best practice in occupational safety & health, and rail safety.
- Maintains current knowledge of trends and developments in the area of quality management systems to ensure continuous improvement of safety & quality management systems.
- Assists in the development and reviewing of safety & quality plans and procedures.
- Assists in the development and review of work methodologies related to MPU and contractor quality plans.
- Provides quarterly quality and safety performance reports to the Project Managers.



## Risk Management

- Responsible for the development of a work schedule for the monitoring and review of the Major Projects Unit business, project and activity risks.
- Participates in risk assessment workshops and provides advice on quality requirements to satisfy client/customer requirements.
- Coordinates the division risk management program to achieve compliance with the project Risk Management Plan.
- Coordinates and facilitates the ongoing review of risks and risk treatment plans.
- Facilitates risk assessment workshops and the compiling of risk assessment reports.
- As a member of the Joint Risk Management Coordination Team, participates in the on-going review of PTA's Risk Management Policy in line with best practice developments.

## Systems Development

- Participates in the implementation of business improvement projects as appropriate.
- Represents the Branch in relation to the development, implementation and maintenance of corporate systems relative to the activities within the division.

## Business Support

- Provides support and guidance for compliance reporting activities within the division.
- Undertakes other duties as required.

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## Essential Work Related Requirements

### 1. Job Specific

- Completion of, or significant progression towards a Tertiary or equivalent qualification(s) in a relevant field or discipline.
- Considerable practical application of and understanding of quality assurance principles and risk management principles.
- Considerable practical application of and understanding of the safety principles to meet the requirements of the OSH Act and Rail Safety Act 2010.
- Proven relevant experience in the internal auditing of quality and safety management systems.

### 2. Conceptual, Analytical and Problem Solving

- Demonstrated experience in statistical data analysis, reporting and in providing recommendations for improvement to management.

### 3. Communication and Interpersonal

- Well-developed communication skills (written, oral and interpersonal) including the ability to develop team skills and to develop a rapport with internal stakeholders.

### 4. Computer Literacy

- Ability to use MS Office, particularly Excel, to a high standard.



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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 PTA may be required.
- 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 Accreditation Level SW

### 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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