



Our Purpose

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

Position Title Safety Manager	Level 7	Position Number 34887
Division/Directorate Major Projects Unit	Branch/Section	
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

- Provides strategic direction and leadership in Rail Safety, Occupational Health and Safety and Quality Management for the Major Projects Unit.
- As appropriate, ensures ongoing monitoring/review organisation and arrangements are in place to undertake surveillance, auditing of projects, contractors/sub-contractors and consultants.
- Coordinates the Divisional Risk Program.

Core duties and responsibilities

Quality and Safety Management

- This position has no direct subordinate reports, however, may be responsible for leading and coordinating the activities of Public Transport Authority (PTA) employees and contract staff on a periodic or ad-hoc basis; which may include providing technical advice, strategic direction or managing more general project activities.
- Ensures that major projects are undertaken within the PTA's Health, Safety and Environment Management System and to the highest standards of Safety performance to achieve the ALARP objective.
- Provides strategic direction and leadership on all aspects of Safety Management and Quality systems to achieve the PTA's corporate objectives.
- Establishes, monitors and maintains systems and procedures to ensure conformance to the appropriate safety legislation framework and applicable standards (including Rail Safety and OSH).
- Facilitates/coordinates the Rail Safety Act Accreditation requirements, i.e. the development, delivery and maintenance of the change advice process.
- Provides professional and technical advice and assistance to discipline managers on strategies, planning and systems to ensure consistency and alignment with the PTA's directions, i.e. due diligence in Health, Safety and Environment management.



- Works with the corporate Safety & Strategy Directorate and links specifically with the Corporate Manager Safety to establish the organisation's strategic direction, to ensure consistency across divisions and establish organisational training needs as outlined in the Corporate Safety Policy.
- Ensures the document control policies and procedures are consistent with AS/NZS ISO 9000 series of standards.
- Provides Rail Safety Management Reports for the Executive Director Major Projects which includes the information for submission to the quarterly Executive Health, Safety and Environment Committee Meeting.
- Reviews and critiques Rail Safety plans submitted by contractors.

Audit and Review

- Establishes and implements a Major Projects Unit Audit Program, monitoring and auditing the Health, Safety and Environment system which will include contractors, sub-contractors and consultants.
- Ensures scheduled and unscheduled audits are performed and follow up actions taken with appropriate people and organisations.
- Manages and coordinates periodical safety inspections, internal and second party auditing of contractor's work sites for compliance with the PTA's Safety Management System and regulatory requirements.
- Ensures the implementation and effectiveness of the corrective/preventative action process to support continuous improvement.

Other

- Liaises with and fosters links with external agencies on Health, Safety, Environmental and Quality Management issues.
- Represents the Executive Director Major Projects as required on associated Safety matters.
- Liaises with the Safety and Strategy Directorate regarding any Office of Rail Safety matters.
- Undertakes other duties as directed.

Essential Work Related Requirements

1. Job Specific

- Possession of/or progression towards a recognised safety qualification.
- Substantial knowledge of the WA Rail and Health and Safety associated legislation requirements, including the Railway Safety Legislation.
- Demonstrated sound understanding of the operating railway environment, particularly in a 25kV electrified railway.

2. Management and Leadership

- Highly developed leadership and management skills with a focus on providing sound strategic direction and support to achieve outcomes.
- Demonstrated substantial experience in a senior safety management role.

3. Communication and Interpersonal

- High level communication (written and oral) and interpersonal skills, including effective negotiation, consultation, presentation and facilitation skills.

4. Conceptual, Analytical and Problem Solving

- Well-developed analytical and problem solving skills, including a demonstrated ability to develop innovative solutions to complex problems in order to meet organisational objectives.

5. Organisation

- Well-developed planning and organising skills including the ability to prioritise tasks and deliver taking into account competing deadlines.



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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.
- 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 requirements within an agreed period of time after appointment.
 - Electrical Safety Awareness
 - Track Access Accreditation 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

.....
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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