



Our Purpose

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

Position Title Service Planning Officer	Level 3	Position Number 33188
Division/Directorate Transperth Regional & School Bus Services	Branch/Section Services Development	
Effective Date May 2016	Health Task Risk Assessment Category 4	

Reporting relationships

Superordinate: Service Development Manager, Level 8
Subordinate: No Direct Reports

Key role of this position

- Conducts research of Public Transport usage including the development and coordination of passenger surveys and other surveys, and analyses and reports on the public transport trends to enable effective service planning.
- Assists in the preparation of Ministerial correspondence on service planning matters, and contributes to communication (orally and in writing) with members of the public, community groups, local councils and Members of Parliament on the planned provision of public transport services.

Core duties and responsibilities

Service Planning

- Assists in the development and review of a rolling Public Transport Service Development Plan under the guidance of the Service Development Manager and senior planners.
- Assists in estimating resource requirements for the Public Transport Service Development Plan.
- Assists with reviews of existing bus, train and ferry services.
- Conducts research of Public Transport usage including the development and coordination of passenger surveys and other surveys, and analyses and reports on the public transport trends to enable effective service planning.
- Reviews reports to identify key public transport issues for Service Planning staff.



Liaison & Coordination

- Assists in the coordination of public displays/forums and the preparation of presentation material; attends and conducts displays/forums.
- Assists in the preparation of Ministerial correspondence on service planning matters, and contributes to communication (orally and in writing) with members of the public, community groups, local councils and Members of Parliament on the planned provision of public transport services.
- Liaises with public transport service providers and relevant government agencies on service planning matters.

Information Systems

- Liaises with mapping/cartography staff to develop appropriate mapping requirements for existing and future Transperth services and for special projects.
- Assists in the development of bus route plans using the GIS system.
- Analyses and reports on information generated from service performance checks and recommends appropriate revisions of services.

Other Duties

- Functions as a member of a multidisciplinary team and contributes to the achievement of team goals.
- Other duties as required.

Essential Work Related Requirements

1. Job Specific

- Demonstrated knowledge and understanding of contract management and public transport issues.

2. Communication and Interpersonal

- Good interpersonal and communication (written and verbal) skills, with the ability to work in team environment and contribute to the achievement of team goals.

3. Conceptual, Analytical and Problem Solving

- Sound conceptual and analytical skills including the ability to research and evaluate information.
- Sound initiative, problem solving skills and creativity.

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.



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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

.....
Signature

.....
Date



Public Transport Authority

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