



Our Purpose

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

Position Title

Strategic Rail Operations Planner

Level

7

Position Number

34957

Division/Directorate

Infrastructure Planning & Land Services

Branch/Section

Rail Planning

Effective Date

December 2016

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Rail Planning Manager, Level 8

Subordinates: No Direct Reports

Key role of this position

Provides strategic rail operations planning advice to the Rail Planning Branch, IP&LS Division and the Public Transport Authority (PTA). The position also provides high level advice relating to train schedule designs, passenger demands and evaluations as part of planning for future optimisation and expansion of the passenger rail network.

Core duties and responsibilities

Leadership and Management

- Provides specialist rail operations advice in relation to the planning / design process for train schedules and operational requirements to accommodate forecast passenger demands on the rail network.
- Manages the development and planning of rail service specifications and operating plans, including allocation, quantification and transitional planning for railcar requirements and associated assets required to meet projected demand forecasts.

Strategic Planning

- Contributes to the Division's strategic planning and direction in order to meet stakeholder requirements and achieve organizational objectives.
- Provides high level contribution to the strategic direction relating to the long term plans for public transport systems, particularly in the area of planning, design and scheduling and procurement of rolling stock for the urban rail network.



Project Management and Stakeholder Relationships

- Contributes to the preparation of and ongoing revisions to the PTA's RUS, creating the vision for the PTA's rail network, definition of the optimum levels of utilisation of existing rail routes and establishing a staged program for investment, including replacement/upgrading of existing assets and systems such as signaling, power, depots, track and station infrastructure.
- Provides high level support and expert advice to PTA senior managers and the Executive for future railway expansion opportunities.
- Investigates and/or evaluates the system's potential for business development and opportunities for integration with other PTA systems.

Governance and Accountability

- Develops strategic reports associated with proposed rail service specifications and operating plans, including rollingstock allocation and cascade plans, depot utilisation plans and other strategic operational planning documents as required to determine optimal service delivery concepts and planning for asset acquisition, including future rollingstock procurement.

Essential Work Related Requirements

1. Job Specific

- Extensive experience in the planning, design and implementation of transport schedules / timetables, specifically in relation to long term planning in a public transport or similar industry.
- Substantial project management experience in a public transport or similar industry.
- Significant experience in computer modelling and quantitative analysis using contemporary computer software relevant to transport operations planning.
- Demonstrated knowledge, awareness and understanding of transport operations, preferably passenger rail services, relevant to:
 - Planning, operation and management of transport services.
 - Capital and recurrent cost of rail services.
 - Quantification and management of rail demand forecasts.
 - Integration of public transport and land use and the interdependencies and conflicts that may arise.

2. Management and Leadership

- Substantial leadership and management skills including the ability to provide clear advice, directions and appropriate feedback to team members and other internal and external stakeholders as required.

3. Communication and Interpersonal

- Highly developed interpersonal, verbal skills including the ability to foster strategic relationships and to negotiate sensitive and complex matters.
- Advanced written skills including the preparation of appropriate operating plans.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical and problem solving skills.

5. Computer Literacy

- Ability to apply packages and programs applicable to the requirements of the position.

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.



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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.

Executive Director

.....
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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