



Job Description Form

Our Purpose

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

Position Title

Senior Service Planner

Level

5

Position Number

33184, 33185, 33186,
33187

Division/Directorate

Transperth Regional & School Bus Services

Branch/Section

Services Development

Effective Date

November 2016

Health Task Risk Assessment Category

4

Reporting relationships

Superordinate: Service Development Manager, Level 8

Subordinates: No Direct Reports

Key role of this position

- Reviews urban development proposals to ensure provision of cost effective public transport services.
- Participates in the development and review of a rolling Public Transport Services Plan for new and existing services, including off-vehicle facilities covering contract areas, trunk routes and special services which form part of the Transperth system.
- Estimates resource requirements, prepares passenger surveys and liaises with members of the public, contract services providers, government agencies, members of parliament, local councils and other interested groups.

Core duties and responsibilities

Service Planning

- Reviews urban development proposals to ensure the provision of cost effective public transport services.
- Participates in the development and review of a rolling Public Transport Services Plan for new and existing services, including off-vehicle facilities covering contract areas, trunk routes and special services (e.g. community transport) which form part of the Transperth system.
- Develops service criteria for the introduction of new services, reviews existing public transport services/routes and makes recommendations for new or amended services/routes.
- Estimates resource requirements for the Public Transport Services Plan, using computerised planning models.
- Prepares and coordinates passenger surveys and other surveys required for effective service planning.
- Prepares Statements of Evidence, represents Transperth in Town Planning Appeal Tribunal hearings and critiques appellants witness statements in order to ensure continued availability of public transport services.

- Assists with the regular review of area service tenders and bus service contracts and makes recommendations on route service contracts.

Liaison and Coordination

- Liaises with public transport service providers and relevant government agencies on service planning matters.
- Communicates orally and in writing with members of the public, community groups, local councils and members of parliament on the planned provision of services.
- Attends public meetings, presents Transperth position and provides other technical support for community liaison programs.
- Prepares ministerial correspondence on service planning matters in response to parliamentary questions or other enquiries from members of the public, community groups, local councils or business interests.

Information Systems

- Ensures maintenance of computerised service planning information systems by public transport service providers.
- Analyses and reports on information generated through computerised planning information systems.

Other Duties

- Prepares ministerial briefings, drafts ministerial responses and all associated correspondence on service planning and implementation matters relating to these bus services and associated route re-organisations.
- Other duties as required.

Essential Work Related Requirements

1. Job Specific

- Experience in the development of public transport plans, including demand forecasting and resource estimation, scheduling and rostering principles.
- Working knowledge of an urban metropolitan transport system.
- Knowledge of survey methodologies and survey questionnaire design.

2. Communication and Interpersonal

- Well developed written, verbal and interpersonal skills including negotiation skills; and the ability to work in a team.

3. Conceptual / Analytical / Problem Solving

- Well developed research, conceptual and analytical skills, including statistical data analysis.

4. Organisation

- Sound organisational skills, including a demonstrated capacity to prioritise work and meet targets.

5. Computer Literacy

- Competency in the use of a PC and experience in the use of statistical analysis, word processing and spreadsheet software.

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.

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