



Job Description Form

Our Purpose

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

Position Title

Risk and Emergency Management Support Officer

Level

3

Position Number

37460

Division/Directorate

Transperth Train Operations

Branch/Section

Safety, Risk and Emergency Management

Effective Date

January 2026

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Safety Manager – Transperth Train Operations, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides, develops and delivers Risk and Emergency Management assistance to Transperth Train Operations Divisions employees, passengers, contractors and the general public.

Core duties and responsibilities

- Assists with the identification, assessment and administration of Divisional Risk and Emergency Management matters.
- Supports the Risk and Emergency Management Coordinators in providing specialist advice to the General Manager, managers, staff and contractors within the Division in relation to Risk and Emergency Management matters.
- Provides support within the Division's WHS meetings / Risk workshops / Emergency Exercise planning.
- Monitors and reviews corporate Risk and Emergency Management requirements within the Division, including developing operational strategies and procedures.
- Assists with the Division's drug and alcohol testing regime.

Administration

- Administers the Emergency Management Manual, drafting amendments and disseminating updates at the direction of the Emergency Management Coordinator.
- Performs administrative support to meetings and workshops in the form of compilation and dissemination of agendas, attendance records and official Minutes including accurate record keeping within the Electronic Document Records Management System (Objective).
- Maintains accurate administrative functions (including SAI360 database), analyses trends and makes recommendations as appropriate.
- Contributes to policies, processes and procedures owned by the TTO Safety, Risk and Emergency Management branch.
- Provides a high level of clerical support to the Risk and Emergency Management Coordinators.
- Generates and distributes reports as required.
- Complies with PTA policies and protocols.

Other

- Performs other duties as required by the Risk and Emergency Management Coordinators.

SELECTION CRITERIA

1. Core Competencies

- Sound Knowledge of Rail and Safety legislative requirements, administrative procedures and practices related to safety and Risk Management.
- Sound Knowledge of the Emergency Management Manual.

2. Communication and Interpersonal

- Well-developed interpersonal, written and verbal communication skills, including an ability to liaise and provide suitable advice to clients/users.
- Demonstrated ability to work both autonomously and within a team environment.

3. Conceptual, Analytical and Problem Solving

- Demonstrated good conceptual, analytical and practical problem-solving skills.

4. Organisation

- Sound organisational and time management skills, including the ability to work methodically with a high degree of attention to detail, accuracy and ability to work to deadlines.

5. Computer Literacy

- Well-developed keyboard and computer skills, with sound competency in the application of relevant software packages including Objective, SAI360 and WebEOC.

6. Special 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.
- Ability to work at other PTA locations as 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

.....
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