



Job Description Form

Our Purpose

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

Position Title

Senior Risk Advisor

Level

6

Position Number

35662, 35745
(Nominated)

Division/Directorate

Office of Major Transport Infrastructure Delivery
(OMTID)

Branch/Section

Effective Date

February 2026

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Manager Program Management Office, Level 8

Subordinates: Risk Advisor, Level 5 (x4)

Key role of this position

Manages the development, implementation and coordination of risk and issue management processes for the OMTID Division.

Core duties and responsibilities

Risk Management

- Reviews and updates Risk Management Plan for OMTID programs.
- Reviews and ensures compliance with Risk Governance Framework.
- Provides Risk Management updates and reports as required.
- Ensures traceable documentation is kept within the EDRMS and linked with the GRC Manager.
- Coordinates risk management processes in line with the Program Risk Governance Framework, OMTID Risk Management Business Rules, Public Transport Authority (PTA) governing documentation and Risk Management Plans.
- Monitors and coordinates the review of risks, controls and Treatment Action Plans with owners.
- Maintains project risk registers and GRC Manager Administration.
- Provides training to Project staff in regard to Project Risk Management Plan, OMTID Risk Management Business Rules and PTA Risk Management Policy requirements.
- Liaises with OMTID Compliance and Assurance team in relation to risk items as required.
- Manages the development, implementation and integration of OMTID's Program and Projects Risk Register ensuring alignment to corporate risk management policies and procedures.
- Develops a Risk and Issues Management Register that identifies key risks and issues and provides minimisation strategies for large scale change initiatives and implementation of improvement outputs.
- Supports Project Manager(s) to identify and assess project risk level.
- Leads the Risk Management Program to achieve compliance with AS/NZS ISO 31000 Risk Management – Principles and Guidelines, Rail Safety National Law 2015 and Public Sector's Commissioner's Circular 2015-036 Risk Management and Business Continuity Planning.
- Provides advice and assistance regarding rail safety assurance.

Leadership and Management

- Provides leadership in the area of risk and issues management.
- Works in partnership with managers in the development and implementation of risk management projects.
- Coordinates and provides training and support to personnel involved in the risk management system.
- Liaises with key internal and external stakeholders including local and State government departments, contractors and the public on the development and delivery of projects.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Demonstrated knowledge of and relevant experience in risk management environment.
- Well-developed risk and issue management and audit strategies, processes and practices.
- Sound understanding of AS/NZS ISO 31000/AS4360 Risk Management – Principles and Guidelines
- Possession of a relevant tertiary qualification
- Understanding of rail or similar industry experience.
- Demonstrated knowledge of and relevant experience as a Lead Auditor / Auditor

2. Management and Leadership

- Well-developed leadership skills, including the ability to motivate, mentor and coach others.

3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal skills including a demonstrated ability to:
 - Work constructively in a team environment within OMTID and provide advice to individual project groups depending on specific needs.
 - Build and maintain positive working relationships with a wide range of stakeholders.
 - Liaise and consult effectively at senior levels in the private and public sectors.
 - Negotiate persuasively and influence a wide range of parties (including stakeholders and interest groups).

4. Conceptual, Analytical and Problem Solving

- Well-developed problem-solving skills with the ability to analyse problems and formulate solutions.
- Demonstrated understanding of quantitative risk analysis methods.
- Well-developed report writing skills.

5. Computer Literacy

- Sound computer literacy skills, including the ability to competently use computer software programs.

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 of 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 PTA may be required.
- Prepared to work outside normal office hours.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - Supervised Worker (SW) Track Access Permit
 - Electrical Safety Awareness

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

