



Job Description Form

Our Purpose

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

Position Title

Project Officer, Bus Stop Infrastructure

Level

4

Position Number

34403, 36159, 37666

Division/Directorate

Transperth System, Regional Town & School Bus Services

Branch/Section

Contracts – Transperth Bus Services

Effective Date

March 2026

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Senior Project Officer Bus Stop Infrastructure, Level 5

Subordinates: No Direct Reports

Key role of this position

Participates in the delivery of the PTA's Bus Stop Accessibility Works Program, Bus Shelter Subsidy Program and other bus stop or on road/roadside bus infrastructure requirements to facilitate ongoing bus operations for the community.

Core duties and responsibilities

Contract & Project Management and Administration

- Project manages the delivery of an ongoing program of works involving upgrading bus stop passenger boarding areas, installation of bus shelters and other minor civil construction works like footpaths, pedestrian pram ramps, bus embayment's and bus turnaround facilities.
- Liaises and negotiates with the Public Transport Authority's (PTA) contracted providers for surveying services, design services, bus stop signage services and concreting services and other Government Agencies like Local Government and Main Roads WA to coordinate the timely and safe delivery of bus stop and other on road/roadside bus infrastructure required for the delivery of public bus services.
- Develops design solutions to bus stop and other bus operational issues identified on the Road Reserve that comply with the requirements of the Disability Standards for Accessible Public Transport 2002 (Disability Standards) and the PTA's ongoing operational requirements.
- Coordinates and negotiates with the PTA's contractors and internal/external stakeholders to ensure all bus stop operational requirements are delivered at agreed times.

Customer Services

- Investigates and recommends the positioning of new and relocated bus stop locations and proposes other modifications to infrastructure on the Road Reserve that meet the PTA's operational requirements and complies with the Disability Standards for Accessible Public Transport and other construction Standards as applicable.
- Represents the PTA at meetings and site visits in relation to where bus stop and other on road/roadside bus infrastructure is located or needs to be located for the delivery of high quality public transport services to the community.
- Provides a telephone and on-line based dispute resolution service to the community for sensitive and complex complaints and queries relating to the positioning of bus stops and other on road/roadside bus infrastructure.

Databases and Systems

- Utilises the Transperth Route Information System (TRIS) and associated tools to audit proposed bus stop and other on road/roadside bus infrastructure locations so that they meet Transperth operational and customer requirements as well as achieving current or future compliance to the Disability Standards.
- Participates in the development of improved TRIS system processes and procedures, and other supporting systems, in relation to the delivery and management of bus stops and other on road/roadside bus infrastructure.
- Prepares statistics and reports with regard to passenger utilisation of bus stops.

SELECTION CRITERIA

1. Core Competencies

- Sound experience and understanding of:
 - operational and infrastructure requirements for the delivery of quality urban public bus services; and/or
 - Road Traffic Code and its application to bus operations; and/or
 - the needs of people with disabilities, the Disability Standards for Accessible Public Transport and other applicable civil construction design Standards.

2. Communication and Interpersonal

- Well-developed verbal, written and interpersonal communication skills.
- Well-developed conflict resolution and advocacy skills.
- Well-developed ability to work in a team environment.

3. Conceptual, Analytical and Problem Solving

- Sound analytical, conceptual and problem solving skills.

4. Organisation

- Sound ability to manage projects which have agreed timeframes and outcomes that involve a range of internal and external stakeholders.

5. Computer Literacy

- Well developed computing skills, including the design and use of spreadsheets and data bases.

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.

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

