



Job Description Form

Our Purpose

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

Position Title

Compliance Coordinator

Level

5

Position Number

34575

Division/Directorate

Transperth Systems, Regional Town and School Bus Services

Branch/Section

Schoolbuses

Effective Date

February 2026

Health Task Risk Assessment Category

4

Reporting relationships

Superordinate: Operations Manager, Level 7

Subordinates: Compliance Support Officer, Level 4 (x 2)

Key role of this position

Provides direction and support in all aspects of the Schoolbuses safety, training and quality management. Establishes and maintains systems and procedures to implement, monitor, audit, and report on the health and safety requirements. Manages and performs contract compliance and safety audits to ensure Contractor Work Health and Safety (WHS) requirements are met and resultant action items are implemented. This position also coordinates training and development for the branch and provides advice to the Manager and Operations Manager Schoolbuses on training and development issues.

Core duties and responsibilities

Safety and Quality Management

- Establishes, monitors and maintains systems and procedures to ensure contractor compliance with appropriate safety legislation, applicable standards and quality systems.
- Oversees hazard identifications, audits and incident investigations ensuring that they are performed and recommendations carried out.
- Maintains and updates all web-based Work Health and Safety (WHS) information including contractors' Safety Management Plans, Emergency Plans and safety bulletins, ensuring compliance with current legislative standards.
- Works in conjunction with the divisional Safety and Risk Coordinator to establish the Branch's strategic direction to ensure consistency across the Division and provides reporting support as required.
- Reviews and provides advice regarding safe-working procedures and operational practices to Branch management and other stakeholders as directed.
- Provides WHS and quality data analysis to Branch management as directed.
- Manages the Schoolbuses Branch risk register.

Audit and Review

- Coordinates and ensures the ongoing; monitoring, auditing and review of contractors and WHS systems.
- Manages the compliance review master schedule for Schoolbuses.
- Provides specialist advice to Team Leaders and Contract Officers in relation to undertaking audits, reviewing results and providing feedback.
- Monitors and maintains a register of all outstanding safety and other regulatory related actions including outcomes from audits, WHS investigations, WHS incidents and risk management.
- Undertakes scheduled and unscheduled audits as directed and reports findings to management.
- Ensures the implementation and effectiveness of the corrective/preventative action process to support continuous improvement.
- Liaises with internal and external stakeholders ensuring that significant matters arising from audits that may require further compliance action are communicated effectively and that sound recommendations are made to management.
- Identifies opportunities and improvements, relating to safety, in the delivery of projects, processes and procedures and makes recommendations to management.

Team Leadership

- Leads a team in coordinating workflow, setting priorities and task allocation.
- Contributes to the development of a work plan, which includes coordinating Contractor compliance activities for the team
- Ensures subordinate staff have current individual performance management plans and proactively manages performance issues.
- Ensures the team maintains a sound working relationship with stakeholders.
- Embraces and adapts to change in the work environment and provides leadership for others in terms of those changes.

Training

- Assists management with the training and development for the Branch including external school bus contractors with ongoing monitoring and reviews.
- Provides specialist advice to management of training and development issues.
- Provides training and mentoring to staff on quality standards and compliance requirements.

Other

- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Completion of Diploma of Work Health & Safety or a higher qualification in a related discipline
- Substantial knowledge and experience with safety legislative requirements including Safety Management systems as they apply to a contracting environment.
- Relevant experience in auditing of safety management and quality systems.
- Substantial understanding of work, health and safety issues.

2. Management and Leadership

- Well developed leadership and management skills in order to provide clear advice, directions and appropriate feedback to team members, and other stakeholders as required.
- Ability to positively embrace change and lead others in implementing workplace change.

3. Communication and Interpersonal

- Highly developed interpersonal and communication skills (written and verbal) including the ability to build and maintain stakeholder relationships and resolve conflict situations effectively.
- Highly developed skills in developing and engaging teams.
- Proven ability to enhance safety culture through the utilisation of well-developed communication skills and the ability to influence others.
- Demonstrated ability to constructively work as a member of a management team.

4. Conceptual, Analytical and Problem Solving

- Well-developed investigative, analytical and problem-solving skills, including a demonstrated ability to make sound recommendations and resolve issues.

5. Organisation

- Well-developed organisational skills to manage a range of diverse tasks with competing priorities including ability to use initiative and work independently, as well as coordinate, monitor and progress projects to achieve goals and objectives.

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.
- 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.
- Ability to travel in the country involving overnight stays.
- Incumbent is required to undertake extended travel to rural, regional and remote areas of the state. The travel is undertaken to ensure consultation with contractors and stakeholders is maintained. It is also necessary for the purpose of auditing, area and service reviews and management of incidents.

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.

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Signature

.....
Date

