



Job Description Form

Our Purpose

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

Position Title

Projects Coordination Manager (HCS/RSR)

Level

7

Position Number

35802

(Nominated)

Division/Directorate

Transperth Train Operations

Branch/Section

Train Operations

Effective Date

January 2026

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Operations Manager TTO, Level 9

Subordinates: No Direct Reports

Key role of this position

Provides strategic advice and coordination support to the Transperth Train Operations (TTO) management team, representing TTO in the planning, integration, and oversight of Radio Systems Replacement and High-Capacity Signalling project operational interfaces, specifically that impact Driver and Depot Operations, and Network Control.

The role's primary function is to liaise with key stakeholders to support the successful implementation of system improvements delivered through such projects and other continuous improvement initiatives. These activities include optimising the train operations branch while improving resilience, reliability and network performance, enhancing operational efficiency, and supporting technology upgrades.

Core duties and responsibilities

Leadership and Management

- Provides managerial and leadership support for the review and endorsement of projects that impact on operational areas such as Train Operations Depots, Network Control and Rail Traffic Crews.
- Attends Preliminary Hazard Assessments, Safety in Design Assessments and risk workshops for the branch to ensure TTO requirements are met.
- Develops and maintains effective relationships with internal and external stakeholders to ensure TTO requirements are met through to delivery of key projects inclusive of RSR and HCS
- Represents TTO as required at key stakeholder meetings and workshops to enhance operational solutions and maintain strategic relationships.
- Provides strategic guidance and leadership to the HCS and RSR Project teams ensuring coordination and alignment with TTO's vision and objectives. This includes reviewing and endorsing HCS and RSR project documentation, advising on operational impacts, providing improvement recommendations and supporting initiatives that drive continuous improvement across operational processes.

Project Interface Coordination

- Conducts research and analysis on issues that may impact the effective operation of TTO during major projects, providing evidence-based recommendations to support operational readiness.
- Assists in the development and implementation of robust and efficient Safeworking solutions for works on the operating railway, ensuring compliance and minimal disruption to services.

- Provides specialist advice, leadership, and coordination in the planning and delivery phases of key projects, including initiatives that enhance train control systems and drive continuous operational improvements.
- Review future technology and its impact to service and operational delivery
- Evaluates proposals for line closures and ensures effective interface between TTO and Network & Infrastructure (N&I), safeguarding operational integrity and passenger service continuity for TTO related projects.

Relationship and Stakeholder Management

- Leads and establishes close and effective relationships and cooperation with internal and external stakeholders, including consultants, contractors, special interest groups, industry groups and other state and local Government agencies.
- Liaises with and advises other agencies including private sector on best practice measurement techniques to ensure that the PTA is properly placed to deliver projects to the highest standards.
- Ensures all stakeholders work cooperatively with the PTA in expressing its needs and commit where necessary to undertake investigations, services or works to meet the needs of the project and its objectives.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required, or as directed by the Operations Manager TTO.

SELECTION CRITERIA

1. Core competencies

- Significant experience in the Rail Traffic Crew, Service Planning and Network Control operational areas of an urban railway including the ability to interpret industrial agreements and specific policy and procedures.
- Draws on knowledge and experience in rail transit-oriented services and passenger requirements of an urban railway to identify current and emerging issues and develop strategies to address these with regards to key projects and technological interfaces.
- Experience in tender evaluation and project coordination with regards to the train operations of an urban railway

2. Management and Leadership

- Highly developed leadership and management skills, including the ability to:
 - Engage people and motivate them to achieving project outcomes
 - Identify issues that impact upon operational outputs.

3. Communication and Interpersonal

- Highly developed communication (written / verbal) and interpersonal skills including a demonstrated ability to:
 - a. Build and maintain positive working relationships with a wide range of stakeholders.
 - b. Work constructively in a team environment.
 - c. Negotiate required outcomes and resolve conflicts.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to provide innovative solutions to solving problems relevant to the operation of an urban railway.

5. 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 Drivers 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.
- Applicants agree to comply with PTA's Alcohol & Drugs Policy and Procedure, which includes random testing

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 accepted 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