



## Job Description Form

### Our Purpose

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

**Position Title**

Engineering Officer - HCS

**Level**

4

**Position Number**

37669, 37670

**Division/Directorate**

PTA Project Delivery

**Branch/Section****Effective Date**

May 2026

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Delivery Manager, Level 8

Subordinates: No Direct Reports

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### Key role of this position

Responsible for providing assistance in the engineering assurance, delivery and commissioning of Rail Infrastructure.

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### Core duties and responsibilities

#### Engineering Assurance

- Provides assistance to the HCS Engineering Team in managing assurance and compliance to process for Rail Infrastructure design, design review, delivery and commissioning.
- Provides engineering technical support in the review and acceptance of rail infrastructure compliance e.g. systems, facilities and minor civil design.
- Assists in the review, verification and validation of system requirements against agreed criteria.
- Inspects designs and finished products from internal and external sources for compliance with specifications and regulations, providing recommendations to management on findings.
- Assists in the preparation of technical documentation including specifications, procedures, codes-of-practice, work method statements, site books and training manuals.
- Monitors and reports on project progress KPIs and Performance Data to inform the project team on engineering issues.
- Assists in the development of automated monitoring and reporting of project progress KPIs and Performance Data.
- Maintains accurate project progress records.

#### Technical Advice and Support

- Provides support to delivery and engineering teams.
- Undertakes site inspection of project works.
- Collects and analyses data, performs tests and calculations, reporting results and preparing charts and tabulations as required.
- Assists with research and analysis on designated projects.
- Updates asset equipment registers as required.
- Assists with the coordination of projects.

## **Project and Contract Management**

- Carries out designated tasks associated with the planning and implementation of works or projects relevant to the appointee's qualification.
- Assists with the establishment, administration and supervision of contracts or projects to achieve designated objectives.
- Monitors progress of project works carried out against agreed schedules and cost control and produces reports on projects or works completed.

## **Other**

- Represents the Project Team at meetings as required.
- Undertakes other duties as required.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Possession of a Diploma in engineering and partial completion of an Advanced Diploma or equivalent tertiary qualification.
- Experience in a Systems/Technology related discipline in Asset Management, Engineering, and Construction.

### **2. Communication and Interpersonal**

- Well-developed communication skills (written, verbal and interpersonal skills) including experience in:
  - Working constructively in a team environment,
  - Building and maintaining effective working relationships by developing rapport with internal and external stakeholders.
  - Ability to write concise and well-structured technical reports
  - Negotiating required outcomes and resolving conflicts.

### **3. Conceptual, Analytical and Problem Solving**

- Good conceptual and analytical skills, including the ability to analyse, research and evaluate information and data and provide recommendation reports to address problems.

### **4. Organisation**

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines through effective time management and the ability to work autonomously.

### **5. Computer Literacy**

Competency in the use of software tool such as AutoCAD, Microsoft Office, and PowerBI, and work management systems including Teambinder, Aconex or similar.

### **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 License or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the license on request by the PTA may be required.
- Ability to work unsociable hours, including callouts, travel and staying away from home station, sometimes at short notice.
- Prepared to rotate across a number of engineering disciplines to broaden skills, knowledge and experience.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur when an applicant does not meet the special requirements within an agreed period of time after appointment.
  - OHS Training
  - Individual Access (IA) Track Access Permit.

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**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**

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**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**